



THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS



STUDENT HANDBOOK

2017 - 2018

We are #Opentothefuture

student.services@open.uwi.edu



Contents

PRINCIPAL OFFICERS OF THE UNIVERSITY OF THE WEST INDIES	4
PRINCIPAL OFFICERS OF THE UWI OPEN CAMPUS.....	5
MESSAGE FROM THE VICE CHANCELLOR.....	6
MESSAGE FROM PRO VICE-CHANCELLOR AND PRINCIPAL, OPEN CAMPUS.....	8
MESSAGE FROM CAMPUS REGISTRAR, OPEN CAMPUS.....	10
PART I: THE UNIVERSITY OF THE WEST INDIES.....	12
BACKGROUND.....	12
THE OPEN CAMPUS	14
OPEN CAMPUS ROOTS	14
THE OPEN CAMPUS GUIDING PRINCIPLES	15
ORGANISATIONAL STRUCTURE OF THE OPEN CAMPUS.....	15
PART II: ACADEMIC DIVISIONS, ADMINISTRATIVE DEPARTMENTS, CENTRES, INSTITUTES AND RESEARCH UNITS	16
OFFICE OF THE PRINCIPAL	16
OFFICE OF THE DEPUTY PRINCIPAL	16
ACADEMIC PROGRAMMING & DELIVERY DIVISION (APAD)	16
THE REGISTRY.....	17
OPEN CAMPUS COUNTRY SITES (OCCS).....	17
FINANCE AND ADMINISTRATION.....	18
COMPUTING AND TECHNICAL SERVICES (CATS)	18
LIBRARY AND INFORMATION RESOURCES.....	18
THE CONSORTIUM FOR SOCIAL DEVELOPMENT AND RESEARCH (CSDR)	18
THE CARIBBEAN CHILD DEVELOPMENT CENTRE (CCDC)	19
THE HUGH LAWSON SHEARER TRADE UNION EDUCATION INSTITUTE (HLSTUEI)	19
THE SOCIAL WELFARE TRAINING CENTRE (SWTC)	19
THE WOMEN AND DEVELOPMENT UNIT (WAND).....	19
PART III: LIFELONG LEARNING & DISTANCE EDUCATION.....	21
LIFELONG LEARNING.....	21
STUDYING AT THE OPEN CAMPUS.....	21
DISTANCE EDUCATION... ..	22
HOW TO SUCCEED IN STUDYING AT A DISTANCE.....	22
WORKING WITH YOUR ONLINE DEPARTMENT	23
FORMAT OF OPEN CAMPUS COURSES FOR REGIONAL PROGRAMMES.....	244
QUALITY OF THE DISTANCE LEARNING EXPERIENCE	255
Prior Learning Assessment For Advanced Placement & Matriculation.....	26
OPEN CAMPUS GRADUATE STUDIES & RESEARCH.....	27
PART IV: GENERAL REGULATIONS & PROCEDURES ON STUDENT MATTERS.....	28
COMMUNICATION AND INFORMATION.....	28
THE MY OPEN CAMPUS STUDENT PORTAL.....	28
Your Open Campus Email Address.....	28
STUDENT IDENTIFICATION NUMBER.....	28
STUDENT IDENTIFICATION CARD	29
REGISTRATION INFORMATION.....	29
PAYMENT METHOD.....	30

STATUS LETTERS	30
LEAVE OF ABSENCE	30
WITHDRAWAL.....	31
RE-ENTRY TO THE UNIVERSITY	31
TRANSFERRING TO ANOTHER PROGRAMME, SITE OR CAMPUS	32
QUALIFYING TESTS AND REMEDIAL COURSES	32
WHAT IF YOU FAIL THE ENGLISH LANGUAGE PROFICIENCY TEST?	32
CREDIT EXEMPTIONS.....	33
THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS.....	33

PART V: FINANCIAL INFORMATION.....34

TUITION FEES.....	34
ADMINISTRATIVE AND OTHER FEES.....	34
REFUND POLICY FOR TUITION FEES.....	34
FEE ASSESSMENT	35
PAYMENT OF FEES.....	35
FINANCIAL STANDING.....	36
FINANCIAL ASSISTANCE.....	36
STUDENT PAYMENT PLAN.....	37
GOVERNMENT ASSISTANCE FOR TUITION EXPENSES (GATE).....	37

PART VI: EXAMINATIONS.....

OPEN CAMPUS EXAMINATIONS.....	38
OPEN CAMPUS EXAMINATIONS TIMETABLE.....	38
INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION.....	38
STEPS TO TAKE BEFORE AN EXAMINATION.....	39
WRITING EXAMINATIONS AT ANOTHER SITE OR CAMPUS.....	39
ABSENCE FROM EXAMINATIONS.....	39
ABSENCE FROM EXAMINATIONS AS A RESULT OF ILLNESS.....	40
NOTIFICATION OF EXAMINATION RESULTS.....	40
DISSATISFACTION WITH FINAL EXAMINATION RESULTS.....	40
REVIEW OF MID-SEMESTER EXAMINATIONS AND COURSEWORK RESULTS.....	41
HOW TO APPLY FOR A REMARK OR A DISCUSSION OF YOUR EXAMINATION SCRIPT.....	41
EXAMINATIONS ONLY.....	41
REQUEST TO CARRY FORWARD COURSEWORK MARKS.....	42
WITHHOLDING OF RESULTS.....	42
HOW TO REQUEST A TRANSCRIPT.....	42
EXAMINATION REGULATIONS	42
THE UNIVERSITY OF THE WEST INDIES	
2014/2015 GRADING POLICY FOR UNDERGRADUATE STUDENTS.....	43
Marking Scheme for Graduate Diplomas and Degrees.....	45

PART VII: ACADEMIC SUPPORT SERVICES..... 47

ACADEMIC SUPPORT SERVICES.....	47
UWI Open Campus Orientation for Undergraduate Students.....	47
Online Orientation for New Students.....	47
PRE-COURSE PROGRAMME ADVISING.....	49
ONLINE PROGRAMME AND COURSES - APAD STAFF SUPPORT.....	49
ONLINE COURSE DELIVERY.....	49
Teaching -Learning in the Learning Exchange (LE) online Course Delivery.....	50
Course Issues.....	50
How to Contact your Course Coordinator.....	51
Reporting a Problem.....	51
How to Contact your Head of Department - Online Programme.....	52
CAS - Connecting As Students.....	52

Library and Information Services.....	52
Information Resources.....	52
Ask A Librarian.....	53
Liaison Services.....	53
Open Campus Staff Support.....	53
REGISTRY SUPPORT.....	53
HELPDESK SERVICES.....	53
Site Support Services - Open Campus Country Sites.....	54
<u>APPENDIX A.....</u>	<u>545</u>
OPEN CAMPUS SOCIAL MEDIA PAGES	55
<u>APPENDIX B.....</u>	<u>56</u>
OPEN CAMPUS SITE CONTACTS AND PHONE NUMBERS.....	56
<u>APPENDIX C.....</u>	<u>65</u>
OPEN CAMPUS PROGRAMME MANAGERS CONTACTS.....	65



PRINCIPAL OFFICERS OF THE UNIVERSITY OF THE WEST INDIES

Chancellor

Mr. Robert Bermudez

Vice-Chancellor

Professor Sir Hilary Beckles

Pro Vice-Chancellors

Board for Undergraduate Studies

Professor Alan Cobby

Board for Graduate Studies and Research

Professor Dale Webber

Planning & Development

Professor Densil Williams

Campus Principals

Cave Hill

Professor Eudine Barriteau

Mona

Professor Archibald McDonald

Open Campus

Dr. Luz Longsworth

St. Augustine

Professor Brian Copeland

Deputy Campus Principals

Cave Hill

Professor R. Clive Landis

Mona

Professor Ishenkumba Kahwa

Open Campus

Professor Julie Meeks

St. Augustine

Professor Indar Ramnarine

University Registrar

Mr. C. William Iton

University Bursar

Mrs. Andrea McNish

University Librarian

Mrs. Karen Lequay

PRINCIPAL OFFICERS OF THE UWI OPEN CAMPUS

Pro Vice-Chancellor and Principal	Dr. Luz Longsworth
Deputy Principal	Professor Julie Meeks
Campus Registrar	Mrs. Karen Ford-Warner
Chief Financial Officer	Ms. Sheryl Whitehall
Campus Librarian	Mrs. Karen Lequay
Chief Information Officer	Mr. Tommy Chen
Directors	
Academic Programming and Delivery	Professor Joel Warrican
Consortium for Social Development & Research	Mr. Lincoln Williams
Open Campus Country Sites	Dr. Francis Severin

MESSAGE FROM THE VICE-CHANCELLOR



A very warm welcome to The University of the West Indies family! We comprise near 50,000 students and 5,000 staff across four campuses - the Cave Hill Campus in Barbados, the Mona Campus in Jamaica, the St. Augustine Campus in Trinidad and Tobago and the Open Campus which provides face-to-face and on-line delivery of courses and continuing professional education in more than 50 sites across the seventeen countries served by The UWI. In addition, students will soon be enrolling at our Site in New York, The SUNY (State University of New York) UWI Centre for Leadership and Sustainable

Development, and our China Site, The Jiangsu University Suzhou Caribbean Institute. Other sites will be established in Johannesburg, Lagos and Mexico as we work with strategic partners in the globalization of your UWI.

You enter the academy at a time when we begin implementation of our 2017-2022 Strategic Plan. Achievement of the key pillars of this plan will enable us to better serve our many stakeholders – you, your families, our contributing Governments, private sector and industry. I reiterate a fundamental truth: universities are not built to serve themselves. The UWI was built and sustained in order to serve the people of the Caribbean and to enhance humanity's development globally. The Caribbean is one nation created as a unique civilization. It continues to be influenced and fertilized by many cultures and is inferior to none but equal to all. The UWI's priority has to be rebuilding our economic competitiveness and the achievement of economic growth and development, to drive our region out of recession. To get us out of the recession, we need an **activist university** committed to conceptualising and implementing solutions aimed at improving the quality of life in the Caribbean. To bring this activism to the fore, our 2017-2022 Strategic Plan is premised on a "Triple A" strategy:

- **Alignment** of industry and academia for wealth creation and distribution
- Expansion of **Access** to tertiary education
- **Alertness** to global opportunities.

You will be part of achieving the vision we have articulated for the next 5 years. We shall be calling upon you and the entire student body, to play a role in maintaining our relevance through sustained high performance in academics, sports, innovation and service to our community.

You will also be part of our community as we celebrate our 70th Anniversary during 2018 and you will be part of the historic launch of a Faculty of Sport and we look forward to you playing a part in these celebratory events.

The next few years you will be establishing meaningful friendships and networks. The connections you build will extend beyond your years at University and some will last a lifetime. Take every opportunity presented you to travel to another campus or another of the countries served by The UWI and beyond our regional borders. The UWI Games which takes place very two years – hopefully annually in the not too distant future - is a wonderful opportunity to meet your counterparts at another campus. Additionally, we will be ensuring that all students benefit from teaching by faculty members from another campus in order to deepen your learning experience as members of a regional university. We have begun to deliver the Foundation Courses online thereby creating a culture of cross campus teaching. Students will be brought together across physical boundaries, taught by a single lecturer and this we hope, will give each of you a truly regional university experience. We hope that your relationship with us will extend beyond your graduation and that you will continue to be engaged as alumni. Our alumni are critical to our network and we look forward to each one of you becoming a part of this community.

Each year, our new students inspire enthusiasm and hope. Your University is committed to ensuring that we deliver programmes of high quality and relevance to national and regional development. Your enthusiasm and engagement help us to stay the course. Our contributing Governments have been supportive through funds provided directly to the university and support to students. However, we are mindful of the challenges they themselves face in meeting their many obligations and The UWI has been making efforts to diversify the funding base to complement existing funding sources and to streamline operations to make them more efficient and cost effective. Your responsibility will be to ensure that the resources expended in your training are maximised as much as possible. Whether you are funded by your Governments, your families or yourselves, it is an investment in your future, in our collective future.

My best wishes to each of you for a fulfilling and rewarding experience at The UWI!

Hilary Beckles
Vice-Chancellor

MESSAGE FROM PRO VICE-CHANCELLOR AND PRINCIPAL, OPEN CAMPUS



A very warm welcome to The University of the West Indies (The UWI), Open Campus (OC) to all our new and returning students as you embark or continue on your higher educational journey. The 2017/2018 Academic Year will be an exciting year for us. In 2018 the Open Campus celebrates its 10th Anniversary and The University of the West Indies celebrates its 70th Anniversary. It is truly an honour to have you share in these milestone celebrations with us. Details of respective celebratory events will be shared with you early in the Semester.

The Academic Year 2017/2018 will also see the roll out of the University's new Strategic Plan 2017 to 2022: the "Triple A Strategy" – **Access, Alignment and Agility**, as your University seeks to revitalize Caribbean development for the future thereby improving the well-being of the people of the Caribbean. The Open Campus remains committed to strengthening student success and support and strengthening our teaching and learning programmes among other strategic initiatives.

The UWI is also celebrating the historic launch of the Faculty of Sport – the first Faculty to be established at The UWI in 40 years. This Faculty is both virtual and real and will be everywhere and anywhere that the Caribbean sporting minds, bodies and souls reside. The Open Campus' Academy of Sport will be established this Academic Year and developed to grow the presence of the new Faculty of Sport in our constituency and support the intra-mural sporting culture which began in earnest through our students participation in the May 2017 UWI Student Games.

Your University education will be transformative. Through the smooth access to our diverse programmes offered via online platforms, distance, blended and face-to-face delivery you will experience personal transformation and enlightenment. The Campus' dedicated staff members are here to provide the high-quality education that you deserve and to enhance your student experience with innovative teaching and learning approaches. At the forefront of the Open Campus' programme delivery and customer service are our core values – **student friendly, agile, enabling, accessible and respectful**. We add value by opening doors to life changing learning opportunities through flexible delivery modalities that will facilitate your busy lives. Your online or onsite experience allows for that flexibility while being employed and taking care of your families. As we strive to provide the best educational experience possible, we urge you to pursue your goals with dedication, discipline and commitment.

With the launch of the Campus' new Banner Enterprise Resource Planning (ERP) system, you are now provided with increased online capabilities to meet your needs. Our business and student operations are better managed, empowering us to higher levels of productivity and efficiency. The new ERP system also facilitates significant improvement in efficiencies for students registering online, viewing account balances and making online payments which is a convenient payment option now accessible to Open Campus students. Our online platforms also facilitate the reciprocal sharing of information among peers throughout the region and beyond, creating opportunities for long-term friendships and networks.

The Open Campus continues to utilise a number of social media platforms opening new windows of communication to you and our wider Campus community. One recent addition is The UWI-TV cable channel which was developed to provide The UWI with a digital presence on cable, the internet and social media platforms and offers for public viewing a variety of events and activities that occur on the four campuses.

In addition to our corporate pages on Facebook (**UWI Open Campus-Caribbean**) and Twitter (**UWIOpenCampus**) you can also join, "like" and follow me on my daily personal activities in the Open Campus on:

 Facebook – facebook.com/principaltoyou

 Twitter – twitter.com/principaltoyou

 Instagram - Instagram.com/principaltoyou.

On behalf of the staff and Leadership of The UWI Open Campus, I am honoured and excited to welcome each and every one of you and look forward to building strong and lasting partnerships with you!

I wish for you a highly successful Academic Year 2017/2018!

Dr Luz Longworth
Pro Vice-Chancellor and Principal

MESSAGE FROM CAMPUS REGISTRAR, OPEN CAMPUS



Dear New and Continuing Students

Happy New Year! The academic year 2017/2018 is uncharted territory to traverse towards your goals and dreams. You can set your intentions right now to create the most amazing experience and realise the most stunning results for yourself this year. Preparation is key – mental, physical, emotional and spiritual. Be ready for the journey. Expect abundance.

I welcome and congratulate our new students and welcome back our returning community members. We are delighted that you have chosen the University of the West Indies, and the Open Campus in particular, to be your vehicle of learning and development at this time in your lives. We appreciate that many of you are balancing work and/or family commitments with your studies. At times it will seem daunting, perhaps even lonely, however, always remember that you are not alone. The leadership and administrative and academic staff of the Open Campus are here to support your journey to success. Whether it is the staff in the Registry, the Academic Programming and Delivery Division, the Office of Finance, the Library or the Help Desk, we are all here to serve you and to cheer you on to a triumphant finish. One day at a time, one assignment at a time, one examination at a time, one year at a time. It will come to pass.

Incoming undergraduate students, I encourage you to attend the vital orientation sessions. Postgraduate newcomers will benefit greatly from the preparatory course that has been carefully designed and is expertly delivered by the Programme Delivery Department (PDD) of our Academic Planning and Delivery Division (APAD). These sessions will equip you with the information and technical knowledge that will help you to “hit the ground running” in our online environment and in your chosen programmes. Our experience shows that students who attend these sessions are less likely to run into certain kinds of roadblocks further down the road.

Studying in a Campus and a University with a regional reach is unique. Make the most of your time by going beyond the academics to build networks across the Caribbean. These connections can turn into friendships that will sustain you throughout your studies and beyond. Consider exercising a leadership role by running for a position on the Student Guild Executive where you will experience first hand the various governance organs of The UWI. Make your presence felt by participating in the Inter-Campus Student Games, whether as an athlete or a supporter. And, if you are a postgraduate student, consider trying out for the Inter-Campus Debating Competition. Being involved helps to build our community and instils Pelican Pride which we hope will engender a lifelong relationship with your Alma Mater.

This year, The UWI is embarking on the implementation of its transformational Strategic Plan for 2017-2022 under the Vice Chancellor’s “Triple A” Strategy of **Alignment, Access and Agility**. It is a bold and ambitious programme to position The UWI to exercise leadership in the re-vitalization of Caribbean societies, even as we extend our reach to the wider world. As it unfolds, we look forward to your contribution to the realisation of this innovative vision.

I wish for you all a rewarding and successful year.

Karen Ford-Warner
Campus Registrar



PART I: THE UNIVERSITY OF THE WEST INDIES

Background

The University of the West Indies (The UWI) has the unusual distinction of being the sole regional institution of higher learning serving seventeen Caribbean countries: Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, Bermuda, the British Virgin Islands, the Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and the Turks and Caicos Islands. In addition, Guyana is a full participant in the Faculty of Law.

The University began at Mona, Jamaica in 1948 as a College of the University of London. It achieved full university status in 1962. The Imperial College of Tropical Agriculture in Trinidad was converted into the St. Augustine Campus in 1961 and in 1963 a third campus was established at Cave Hill in Barbados. There is also a Centre for Hotel and Tourism Management in the Bahamas.

In 2007, the University Council approved the establishment of the fourth campus, the Open Campus, *to enable the University to expand the scope, enhance the appeal and improve the efficiency of its service to the individuals, communities and countries which it serves across the region, the diaspora and beyond.* The Open Campus builds on the work and resources of the School of Continuing Studies, the Tertiary Level Institutions Unit and the UWI Distance Education Centre to increase opportunities for access to tertiary education and provide an expanded range of programme offers and more coherent services to meet the needs of the communities we serve.

Through its several faculties and different campuses, The UWI offers degree programmes in Agriculture, Humanities, Education, Engineering, Law, Medical Sciences, Natural Sciences, and Social Sciences. The UWI maintains its presence and operations throughout the region through the Open Campus. The Open Campus has a physical Site in each contributing country (except Bermuda) and functions as a network of real and virtual nodes to deliver education and training using a variety of instructional methods including distance education, online and blended learning tools and face-to-face learning. The Country Sites allow for the blending of online and face-to-face learning experiences and promote the enrichment of the social aspects of learning in a collegial environment.

As a regional institution, The UWI offers the rich and vibrant atmosphere that results from the interaction of students connected, yet varied, in cultural and social backgrounds. A strong emphasis on Caribbean issues in both teaching and research makes the university an ideal learning ground for both regional and international students.

The Coat of Arms of The University of the West Indies



The Coat of Arms of The University of the West Indies consists of a shield and a crest.

Forming the main background of the shield is the sea represented by white and blue (three each) wavy lines on which is the open book; the upper part of the shield, the chief, is red with a Lion to show the connection with the Crown, but the Lion is covered with black spots. This is the Lion borne by H.R.H. Princess Alice, Countess of Athlone, appointed by the King (George VI) to be the first Chancellor, so that this appointment is recorded forever in the Coat of Arms of the University.

The crest is the brown Pelican, which fishes in its prehistoric fashion along the coasts of all the Caribbean Lands; the pelican is a symbol of care for the young because of the medieval, but untrue, belief that it punctures its breast to feed its young on its blood. It is also used as a crest by both Corpus Christi Colleges of Oxford and Cambridge.

The motto is: ***Oriens ex Occidente Lux: A Light Rising from the West***

THE UWI OPEN CAMPUS

Open Campus Roots

The UWI Open Campus and the support it provides to the region can trace its roots back to the birth of the University of the West Indies. In 1948 the Extra-Mural Department of the university was established on the advice of the Irvine Committee of the Asquith Commission, whose report led to the establishment of the University College of the West Indies, as it was then known. The Asquith Report strongly recommended that the new Commonwealth universities should take a leading part in the development of adult education in the territories in which they were located. Therefore, from the very start, the University recognised that in addition to teaching and research, the institution had a responsibility to reach out directly into the community.

The Extra-Mural Department, which eventually evolved into the School of Continuing Studies, offered locally driven programmes of public education, adult education and continuing education in contributing countries designed to enhance academic, professional and vocational skills, and to provide opportunities to pursue tertiary level studies.

The Tertiary Level Institutions Unit (TLIU) also worked to enhance access to tertiary education in the region by linking the University's resources, programmes and services to the development of tertiary education institutions. The TLIU supported the development of articulation and franchising arrangements with tertiary institutions across the region and engaged in special projects promoting collaboration and cooperation within the Caribbean tertiary education system.

In 1983, The UWI began offering distance education courses using an audio-teleconferencing system that was known as the UWI Distance Teaching Experiment — later Enterprise — UWIDITE. UWIDITE course delivery was primarily via teleconferencing and correspondence packages. The name UWIDITE soon became associated with the audio-teleconferencing system through which The UWI made education and training more accessible, especially to people in the Eastern Caribbean. Working with Faculties across the University, UWIDITE produced learning packages and delivered courses through the teleconferencing system, which enabled students across the region to complete Part 1 of some degree programmes without attending a residential campus.

On August 1, 1996, the amalgamation of the Distance Education Unit, Challenge Examinations, and UWIDITE was completed with the establishment of the Distance Education Centre (UWIDEC). UWIDEC undertook to create a blended learning environment that embraced asynchronous online delivery methods in combination with online tutors, paper-based study material and teleconferences for planning, guidance and examination preparations. This became known as the *UWI Blended Learning Model*.

The range of courses offered was expanded to facilitate students completing full degree programmes through distance technologies. Thereafter, the drive was to improve the quality of The UWI distance education offerings and move towards being a full dual-mode institution in which distance education programmes are offered alongside the traditional face-to-face programmes.

The latest chapter in expanding the reach of The UWI in the communities we serve was the creation of the Open Campus in April 2007. The Open Campus was created to improve the service to the UWI-12 countries and the underserved communities in residential campus countries that do not have access to the campus-based programmes and to provide flexible learning options.

The Open Campus Guiding Principles

The Open Campus of The University of the West Indies is based on the idea that the high-quality university education, research and services available at our institution should be open and available to all people who wish to reach their full potential inside and outside of the Caribbean region. The Open Campus will adopt quality teaching and learning experiences, innovative pedagogic design, relevant research and community partnerships to deliver face-to-face, blended and online learning to all of its communities.

The Organisational Structure of the Open Campus

The Open Campus is headed by a Pro Vice-Chancellor and Principal who oversees the operations of the campus. The campus is comprised of 10 functional units, which have responsibility for the management of the affairs of the campus and the delivery of its programmes and services. The UWI Open Campus has administrative offices at Cave Hill, Mona and St. Augustine and Country Sites throughout the region (a list of Sites and contact information is provided at Appendix B or can be found at www.open.uwi.edu/locations). Site Heads in each country manage the Open Campus' affairs for their country. In addition, Site Coordinators manage the distancelearning and face-to-face operations at delivery sites.

OPEN CAMPUS ORGANIZATIONAL CHART

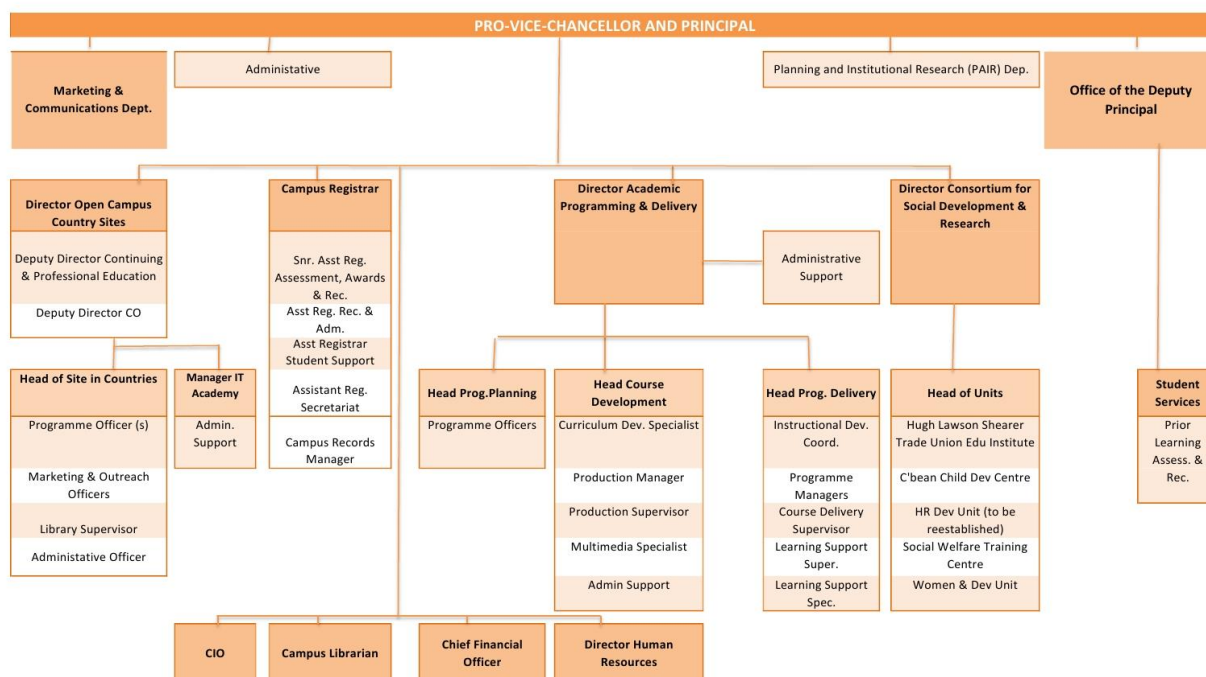


CHART 1: THE OPEN CAMPUS ADMINISTRATIVE STRUCTURE

PART II: ACADEMIC DIVISIONS, ADMINISTRATIVE DEPARTMENTS, CENTRES, INSTITUTES AND RESEARCH UNITS



Office of the Principal

The Principal has overall responsibility for the academic, financial and administrative management of the Campus.

The Planning and Institutional Research (PAIR) Unit ensures that institutional research is conducted on a regular basis to maintain the efficient functioning of all units within the Campus. The office is headed by a Planning and Development Officer who works closely with the University Planning and Development Office to monitor progress on the achievement of The UWI strategic objectives.

The Business Development Office is responsible for coordinating the Open Campus' entrepreneurial activities and actively develops new revenue opportunities for the Campus utilising the skills and competencies of the staff of the Campus.

The Office of the Principal also collaborates closely with the University Management Auditor to facilitate the information that the Open Campus will require to maintain a high degree of excellence in its operations.

Office of the Deputy Principal

This office coordinates the quality assurance function, including accreditation and the reviews of programmes and collaborates with the Admissions and Registration Department of the Registry to manage the prior learning assessment (PLA) needs of applicants to the Open Campus.

Academic Programming & Delivery Division (APAD)

This division is headed by a Director and is responsible for leading the planning, development and delivery of programmes. APAD achieves this through regular assessment of programmes, courses and delivery to ensure improved quality and the ability to understand and meet the

academic needs of our students through programme variety and innovation. In an attempt to improve the efficiency and effectiveness of the development and delivery processes, APAD has three functional departments, i.e. the Programme Planning, the Course Development and the Programme Delivery Departments. Each Department has a Head who is responsible for shaping the development of the academic service in his/her respective area.

As an Open Campus student, much of your academic support and course delivery will be provided by staff from the Academic Programming and Delivery Division. The Division is responsible for the creation of all online courses, and all workshops and programmes delivered to students. In addition, the Division manages the course delivery process, including the hiring, training, supervision and evaluation of all Course Coordinators and e-Tutors. The Division also offers an Academic Support Team whose purpose is to ensure that you receive a high-quality learning experience.

APAD is currently developing a programming framework that includes Continuing and Professional Education (CPE) online programmes, which will provide a broader range of programmes to students across the region, with quality materials and pathways to continue on to higher levels of study.

The Registry

The Registry is headed by the Campus Registrar and is responsible for core matters related to student services in the Open Campus. In addition, the Secretariat within the Office of the Campus Registrar assists the Campus Registrar in fulfilling her responsibilities as Secretary for the Campus Council and other Committees of the Campus and the Records and Information Management Unit ensures the proper storage, retrieval, disposal and archiving of Campus records.

The core areas within the Registry are: Recruitment, Admissions and Registration; Assessment, Awards and Records; Student Support and Services; the Secretariat and the Records and Information Management Unit. These sections are managed by Assistant Registrars and a Campus Records Manager functioning in a distributed environment across the Caribbean region and reporting to the Campus Registrar.

Open Campus Country Sites (OCCS)

The Open Campus Country Sites is a division within The University of the West Indies Open Campus which directs the activities of the Open Campus Country Sites (OCCS) across the Caribbean region under the leadership of a Director.

The Open Campus Country Sites (OCCS) Division serves almost fifty physical locations in seventeen English-speaking countries in the Caribbean. The Open Campus Country Sites are located in Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, Bermuda, the British Virgin Islands (BVI), the Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and Turks and Caicos Islands. In addition, there are three Open Learning Centres (OLCs) located at the Cave Hill, Mona and St. Augustine Campuses. These OLCs fall under Open Campus Barbados, Open Campus Jamaica Eastern (specifically Camp Road and Mona) and Open Campus Trinidad & Tobago (specifically Gordon Street) respectively. In December 2013, the IT Academy, a Cisco-certified entity, situated in Trinidad, became part of the OCCS Division.

Two Deputy Directors support the Division. The Deputy Director Continuing and Professional Education (CPE) is responsible for developing continuing and professional education programmes across the region. The Deputy Director Commercial Operations is responsible for projects and commercial development within the OCCS. Each Site is managed by a Head or Officer-in-Charge depending on local circumstances or requirements. The British Overseas Territories (BOTs) including Anguilla, BVI, Montserrat, Cayman Islands, Turks and Caicos, and

Bermuda are managed by the Manager BOTs. Site Coordinators manage Sites within the multi-site OCCS in Jamaica and Trinidad & Tobago.

The OCCS is committed to providing a high quality student experience and effective learning by offering a more diverse, flexible and multi-disciplinary learning proficiency. At the OCCS, the pursuit of improved learning involves innovations to continuing and professional education, undergraduate, postgraduate and continuing education study programmes and courses offered through online and face-to-face learning methods.

The major functions of the OCCS include: (i) on site support for programmes delivered by the Academic Programming and Delivery Division (APAD); (ii) continuing and professional education; (iii) commercial operations; (iv) community development services and outreach; and (v) representation of The UWI on local committees and Boards. The OCCS is also responsible for supporting the work of the Office of the Campus Registrar, Student Support and Services Department, with the formation and support of the Guild of Students Chapters within their respective countries. Alumni Relations is also a fundamental function of the OCCS.

The Sites offer a number of professional development programmes, continuing and professional education programmes, competency-based training, and programmes, courses and workshops ranging from two days to two years. The Sites also coordinate orientation sessions for both face-to-face and online students.

The OCCS engage in many activities which support the work of The UWI and the Open Campus in advancing learning for the twenty-first century. Over four hundred full time employees serve the Sites and Open Learning Centres and are dedicated to providing high quality services to our students across the Caribbean region.

Finance and Administration

The Office of Finance is responsible for the financial management, accounting and control functions of the Open Campus, including financial control and protection of the Campus's assets.

The Open Campus Finance Division currently has offices in three locations, in Barbados, Trinidad and Jamaica, and is responsible for the day-to-day finance operations in these locations for all Open Campus units. Within the UWI-12 locations, the finance function operates through a matrix structure where the Finance Office coordinates the finance activities at these Sites through staff assigned at each Site.

Computing and Technical Services (CATS)

This Division comprises the core specialist technical staff of the Open Campus and is led by the Chief Information Officer. It manages all aspects of the regional technical and technological requirements of the Campus.

The CATS team designs, develops and maintains systems infrastructure and applications software to enable access to academic programming and business applications. This division works with the Office of the Principal, APAD, the Registry, the Library and the other departments across the Open Campus to provide the services required by each sector.

Library and Information Resources

Library and information services are provided at the Open Campus Country Sites. The libraries at the Sites function as reference libraries with limited circulation under the supervision of a Library Assistant. These services are to be expanded in the near future.

The Consortium for Social Development and Research (CSDR)

This division, led by a Director, comprises a semi-autonomous group of research units, which conduct the research work within their specialisations within the broader context of the Open

Campus and the University. The Consortium works to enable the vulnerable and socially disadvantaged within the Caribbean to attain their full potential through providing formal and non-formal education, research and technical assistance using a person-centred approach.

Units currently incorporated in the Consortium are:

The Caribbean Child Development Centre (CCDC)

Originally established as the Regional Preschool Child Development Centre in 1972, the Centre was renamed the Caribbean Child Development Centre in 1985 to more accurately reflect its evolving role in child development.

The Centre's mission is to provide support for the holistic development of Caribbean children, through collaborative research to inform policy and programme development, information management and dissemination, teaching and training, public service and promotion of the best possible outcomes for children.

The Hugh Lawson Shearer Trade Union Education Institute (HLSTUEI)

A gift from the United States Government to the trade unions and people of Jamaica in 1973, the HLSTUEI was established to train upper level trade union personnel from Jamaica and the Eastern Caribbean for free and democratic trade union leadership.

The HLSTUEI provides expert training, certificate programmes, courses, lectures and classes in trade union and labour education, promotes research on industrial relations in the Caribbean region, fosters the development of healthy industrial relations in the region and organises international, regional and local conferences on trends in labour education.

The Social Welfare Training Centre (SWTC)

Established in 1962, the SWTC was expressly designed to train paraprofessional social workers in the governmental and non-governmental sectors in the region.

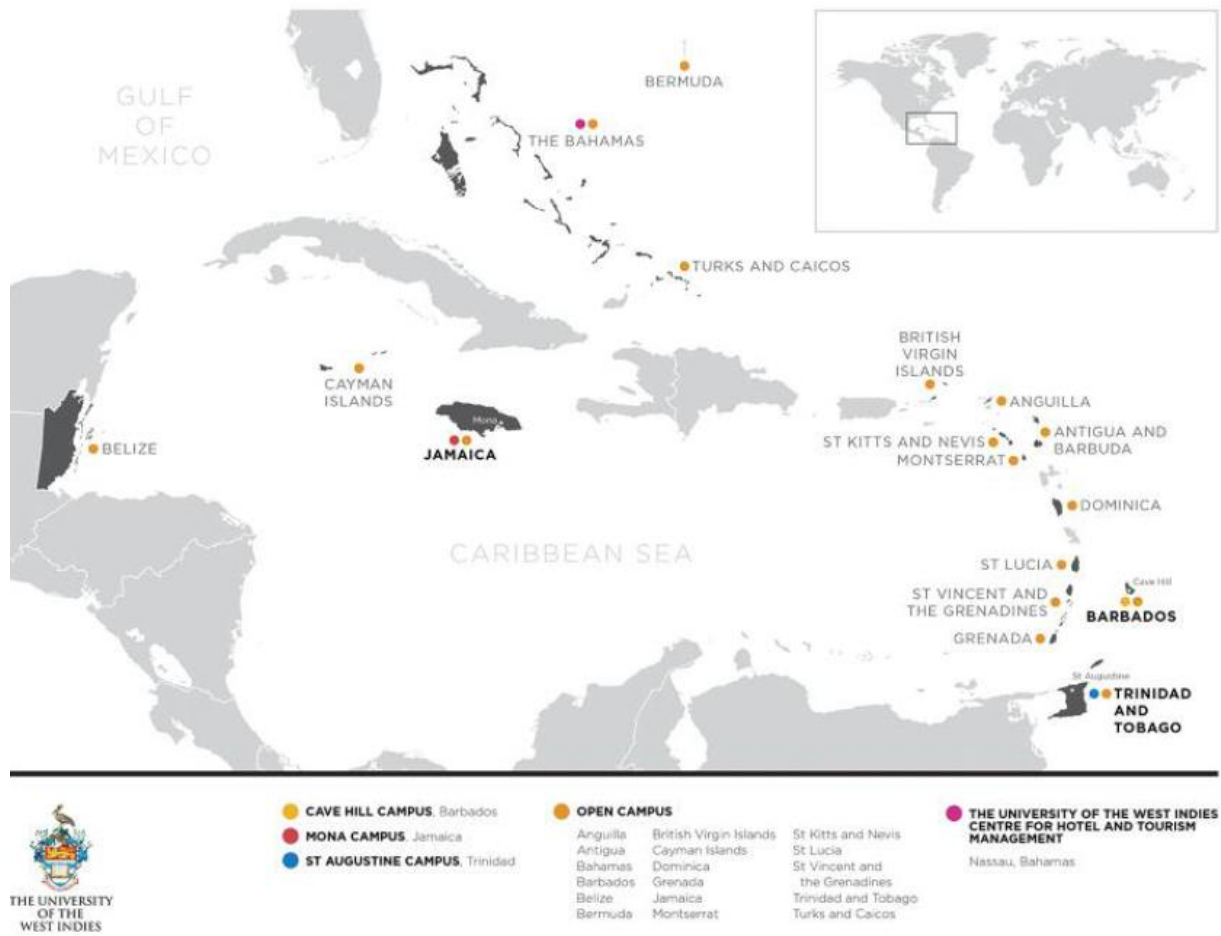
The SWTC educates students who can apply the knowledge of a generalist social work perspective to practice interventions with individuals, families, groups, organisations and communities in the Caribbean region, and prepares social work practitioners who can work effectively with clients of various sizes and types in the region.

The Women and Development Unit (WAND)

Established in 1978, WAND provides a community outreach service for The UWI to directly influence women's education and women's leadership. The Unit has contributed greatly to the articulation of the vital role of women, community and NGO development within the Caribbean.

WAND identifies opportunities for incorporating women's issues and activities from research into viable and relevant teaching programmes or modules and promotes and supports women's development through community action, training, research, documentation and dissemination of educational material. The Unit also develops the social consciousness of women and provides them with the tools of empowerment, evaluates the way development impacts on women in varying situations, and evaluates and promotes the way women work for a sustainable future in their own communities.

UWI Locations



<http://www.open.uwi.edu/locations>

PART III: LIFELONG LEARNING & DISTANCE EDUCATION



LIFELONG LEARNING

Lifelong Learning is a commitment to continuously acquire new knowledge and skills. The UWI Open Campus provides opportunities for the lifelong learner in the Caribbean. We are committed to fostering the interests of adult students and the lifelong learning community by working closely with our regional partners.

The UWI has a long tradition of outreach programmes that provide valuable opportunities for mature students to take courses on a part-time basis. Both credit and non-credit courses are provided in a wide range of areas. We offer basic education, the upgrading of professional and paraprofessional skills, as well as UWI Certificates, Diplomas and Degrees.

By enrolling in our programmes, large numbers of our people across the Caribbean region have benefited from the experience of study at an institution of higher learning and have been able to advance to tertiary education both within and outside of The UWI system. This work is a vital contribution to lifelong learning, and we attach high priority to its continuation.

Studying at the Open Campus

Many successful people have chosen to study at the Open Campus as it provides attractive options for lifelong learning and career development in a variety of formats and modes of delivery. Some of the reasons that learners within the Caribbean choose the Open Campus include:

1. **Access:** *The Open Campus provides opportunities for students to gain access to higher education. The design of our programmes with entry at several levels allows more student access to The UWI through a number of different academic options.*

2. **Study at your own pace:** *The mixed mode teaching delivery method of the Open Campus allows students to organise their time to better fit in with their personal and employment commitments. Students can achieve their academic goals on a flexible schedule.*
3. **Cost-effectiveness:** *It is becoming increasingly difficult for students to undertake full-time residential study, particularly for those in rural districts or in the countries of the Caribbean without physical UWI campuses. The Open Campus offers programmes at less cost than full-time residential study programmes.*
4. **In-country education and training:** *One of our advantages is the very nature of the Open Campus structure. We have several locations in contributing countries of the University. Many of our programmes offer students the opportunity to study while remaining in full-time employment. In addition, the new skills and knowledge learned allow first-hand implementation in the work situation.*
5. **Professional Development:** *The Open Campus offers opportunities for persons to keep abreast of new ideas and concepts in their preferred fields of work or in disciplines. Our students are provided with a quality educational experience that promotes their academic and professional success.*

Distance Education

Distance education is a process in which the learners and their instructors are separated by time and/or distance. Communication and interaction is facilitated by different educational technologies and instructional strategies.

Communication between the instructor and the learner is non-contiguous but interactive, employing various media - print, audio, video - and various delivery methods - audio, video and computer and web conferencing, as well as e-mail, rather than (but sometimes including) face-to-face methods.

There are two types of delivery methods:

1. Asynchronous delivery, which requires interaction and communication between participants that happen at different times; and
2. Synchronous delivery that requires interaction and communication in real time, with learner and facilitator, in different geographical locations.

How to Succeed in Studying at a Distance

As students you are entering a learning environment that may be foreign to many of you. It is unlike any traditional classroom experience you have ever had. To succeed, first and foremost you must be motivated and able to manage your own learning experiences. **Learning is your responsibility.** The UWI Open Campus strives to create the best possible learning environment for you and your peers, and therefore will provide the resources and facilitators you need to achieve your academic goals.

You may, at times, experience a feeling of isolation and loneliness. This does not need to happen. You must learn to virtually network with your peers and supporting members of staff as well as make the most of the online and communications tools that the Open Campus has provided. You should regularly attend any teleconferences, web conferencing or face-to-face meetings organized by your Course Coordinator, e-Tutor, and other members of staff in the Academic Programming and Delivery Division (APAD). Below are some tips to consider or skills you need to master.

1. **Time Management** – *One of the biggest problems when studying at a distance is the inability to manage your time. The average online course requires ten to twelve hours of online and offline activities each week. That means you need to create a study schedule*

and stick to it. You need to dedicate time to complete your assignments and exercises on time.

2. **Personal Organisation** – *You need to ensure you have a process for managing the resources, readings and discussions you will be required to complete as you move through your programme. You need to create a system for capturing websites and other online resources that may be needed in the courses in your academic programme.*
3. **Research Skills** – *Most courses require learners to investigate or produce unique products or papers that require independent research. You must learn how to use the online library and how to critically analyse and summarize papers, journal articles and books.*
4. **Family Obligations** – *Many of you will have families. As you study, you must ensure that your family knows when you are available and when you need to have quiet time to study. One strategy is to involve them in creating a study schedule and posting it where everyone can see it.*
5. **Separate Study Area** – *You need to ensure that you have a separate study area that is quiet and free from distractions. It should ideally be an area where you can leave your study material and readings out as you move through the course.*
6. **Communications Skills** – *Because much of the interaction and communication in distance education is through the written word, you must be able to effectively communicate in the English language.*
7. **Technical Skills** – *If you are not computer literate, you must become so if you are to succeed in a distance-learning environment. You will be required to create Word documents; Excel spread sheets, PowerPoint slides and work with different web communication and research tools.*

Working With Your Online Department

Most online courses have both a Course Coordinator and a number of e-Tutors. Course Coordinators are the course managers, lead instructors and academic facilitators for the courses. They are responsible for customizing the course and managing the e-Tutors assigned to the courses.

Courses are divided into separate groups of up to 34 learners. Each group will be assigned an e-Tutor to facilitate the interactions in the group, to mark assignments and to provide feedback to learners. The specific duties in the course require the e-Tutor to:

1. Guide the learning experience of all students and act as a resource for learners as they move through the course;
2. Make available, where required, additional material to enhance the learning experience of the students;
3. Respond to all student queries in the Tutor-Student Exchange forum and, where necessary, access information from the appropriate source in order to address the matter raised;
4. Provide guidance on all learning activities;
5. Regularly communicate with individual students via e-mail to counsel, guide, advise and motivate them; and
6. Regularly contribute to all discussions and provide appropriate feedback to learners.

You should view your e-Tutor and Course Coordinator as persons who are there to facilitate your learning and assist you to succeed. Do not be afraid to ask them questions. If you realize you want to learn more about a specific concept or topic feel free to ask your facilitator for guidance to source additional resources. If you are struggling with a concept or idea, then share your concerns with your e-Tutor. He or she is there to help you master these concepts. If you

think others in the course would have similar questions, then post your query in the appropriate discussion area.

Format of Open Campus Courses for Regional Programmes

The Open Campus has a mix of blended and fully online courses. There are currently two types because of the evolution from self-study, teleconference supported courses to blended learning courses, to fully online courses. Let us explore each format:

Fully Online Courses – Fully online courses are delivered via the Open Campus Moodle Learning Management System, referred to as the *Learning Exchange*. In this modality all course instruction and assessments are offered online in the Learning Exchange. Course material and learning software/tools are provided in the course. Some courses may require an additional text. When this situation arises, you will be required to pay the full amount of the cost of that additional textbook. You may also purchase any additional material resource through online bookstores.

Open Campus students registered in fully online courses come from different countries in the Caribbean. With the diversity of cultures, you have the opportunity to engage in meaningful and cross-cultural debates, work-based exercises and case studies within a learning environment that promotes a community of learners and cooperative and collaborative skills. Courses are interactive in their design and require regular communication and information sharing with peers and the course facilitators. These fully online courses require learners to actively participate in all online discussions and, when appropriate, require online small group work interaction among peers. Courses are supported through synchronous sessions on Blackboard Collaborate (BbC) through the *Learning Exchange*. In this environment you and your e-Tutor and Course Coordinator meet in real time that mirrors face-to-face interaction.

Blended Learning Courses – Blended learning courses are a mix of face-to-face and online delivery via the *Learning Exchange*.

The blended modality in the Open Campus is configured as follows:

- a. Online delivery, inclusive of synchronous web conferencing sessions on BbC; and face-to-face examinations;
- b. Online delivery as indicated in “a” above; as well as face-to-face classes and/or field supervised instruction.
- c. Study materials, including online files, along with synchronous and asynchronous classes offered in the *Learning Exchange* to support the blended modality.

The blended learning courses require learners to regularly interact online in their course and to complete assessments online. Interaction online includes discussion exercises on forums for development of critical thinking skills, journaling, reflective practice, use of tools for collaboration and cooperative learning and activities that promote development of leadership skills.

Face-to-Face Learning Modality – In addition to the online and the blended courses, the Open Campus facilitates the design and delivery of face-to-face university credit, as well as not-for-credit courses, workshops and seminars. Many of the courses and programmes offered by the Open Campus are developed in response to particular local needs. To ensure that the local professional development and academic needs in different countries and communities throughout the Caribbean are supported, the Open Campus will continue to deliver face-to-face learning experiences. Some will be professional development experiences and others will be courses that are completed for credit in a specific programme approved by The UWI. Site Coordinators and Site Heads organize and conduct these workshops, seminars and courses, with the support of the Academic Programming and Delivery Division through its curriculum development and production teams.

Quality of the Distance Learning Experience

The University of the West Indies is a dual mode institution that offers a variety of programme methodologies both by face-to-face and distance education methods. Degrees completed at a distance are equal in quality to those taken in the face-to-face mode on The UWI physical campuses. Like the physical campuses the UWI Open Campus, through its curriculum, prepares its students with the academic abilities, skills, and personal and professional attributes required of The UWI graduate.

The attributes of the Distinctive UWI Graduate are:

- *A critical and creative thinker;*
- *an effective communicator with good interpersonal skills;*
- *IT-skilled and information literate;*
- *innovative and entrepreneurial;*
- *globally aware and well grounded in his/her regional identity;*
- *socially, culturally and environmentally responsible; and*
- *guided by strong ethical values.*



On July 10, 2014, The University of the West Indies' (UWI) Open Campus continued its upward trajectory in higher education offerings by receiving mutual recognition of institutional accreditation from the Accreditation Council of Trinidad and Tobago (ACTT). The certificate was presented to the then Pro Vice-Chancellor and Principal Open Campus, Professor Hazel Simmons-McDonald at a small ceremony at the office of the Ministry of Tertiary Education and Skills Training (MTEST) in Port-of-Spain. ACTT's mutual recognition of the institutional accreditation status is for the period June 18, 2013 to June 17, 2018.

Mutual recognition signals that the Accreditation Council of Trinidad and Tobago has recognised the institutional accreditation decision granted by the Barbados Accreditation Council. It is also an endorsement of the recognition by ACTT of the quality of the Open Campus's systems.

PRIOR LEARNING ASSESSMENT (PLA) FOR ADVANCED PLACEMENT AND MATRICULATION

The University of the West Indies Open Campus recognises that learning takes place in a number of settings – formal, non-formal and informal. It is open and committed to the idea of Prior Learning Assessment.

Prior Learning Assessment, or PLA, is the term used to describe the method of assessment used to identify, document and evaluate the college/university level learning outcomes which individuals have achieved from formal, non-formal and informal learning.

The learning might have been obtained, for example, from attending training workshops, short courses, seminars or conferences, engaging in community/volunteer work or on-the-job training.

PLA ensures that once learning has taken place, it can be assessed and the appropriate academic credit granted. This credit can be used for advanced placement into an undergraduate programme of study at The UWI Open Campus.

PLA holds tremendous potential for you to have your learning from experience assessed. Furthermore, the PLA system provides a great opportunity to further your education.

Learners will be guided by a Course Coordinator to develop their personal experiential learning portfolio for assessment by trained subject content experts.

Students who gain PLA credits and associated exemptions will be awarded for their relevant experiential learning and gain advanced placement in an undergraduate programme of study at the Open Campus.

Degree Programmes Offered for PLA for Advanced Placement

PLA will currently be offered for up to 7 Level 1 courses in the following undergraduate degrees:

1. BSc Accounting
2. BSc Banking and Finance
3. BEd Early Childhood Development and Family Studies
4. BSc Management Studies
5. BSc Youth Development Work

Prior Learning Assessment for Matriculation

PLA also holds great potential to have the learning you acquired from experience assessed for the purpose of matriculation. As in the case of PLA for Advanced Placement, you will be guided to develop a prior learning portfolio to demonstrate how what you already know relates to the admission requirements of the University of the West Indies Open Campus. If you can demonstrate successfully that your prior learning matches the admission requirements then you will be granted admission to the UWI Open Campus and begin the journey towards the fulfillment of your educational goals.

For additional information on Prior Learning Assessment please email the PLA Unit at pla@open.uwi.edu.



The banner features the UWI Open Campus logo on the left, which includes a crest with a bird and the text 'UWI OPEN CAMPUS'. To the right is the Canadian flag and the text 'Foreign Affairs, Trade and Development Canada'. The main title 'Prior Learning Assessment (PLA) Opportunities' is in a blue box. Below it, the text reads: 'Do you dream of furthering your education? Own Your Future Now! Get credit for your experiential learning!'. At the bottom right is a blue button with the text 'GET MORE INFORMATION' and a right-pointing arrow icon. A photograph of a smiling man and woman is on the left side of the banner.

<http://www.open.uwi.edu/pla/home>

Open Campus Graduate Studies and Research

The Open Campus has been offering graduate programmes since 2010. Since then, we have transformed our delivery mode to one in which all tutoring is done online. We now offer 9 taught Masters degree programmes and 5 Postgraduate diplomas in the following areas: Adult and Continuing Education, English Language, Instructional Design, Literacy Instruction, Management Studies, and Management & Educational Leadership. We also offer 2 professional doctorates in Educational Leadership, with specialisations in (1) Educational Systems & Schools and (2) Higher Education.

The Open Campus continues to work toward the UWI Strategic mandate which is to enhance graduate studies and increase postgraduate research output. Our graduate programmes are governed by the same regulations as all the other UWI Campuses and monitored by the Campus Committee for Graduate Studies and Research. Our programmes are developed to provide students with the required knowledge and skills to become leaders in their field of specialisation. We are committed to provide graduate students with the environment and resources needed to succeed, through our student-centred instruction as well as through our student support services.

Information on our graduate programmes can be found at <http://www.open.uwi.edu/programmes>



IV: GENERAL REGULATIONS & PROCEDURES ON STUDENT MATTERS

Communication and Information



The My OC Student Portal

The MyOC Student Portal accessible at <http://myopen.uwi.edu> is the homepage for all Open Campus students. This portal provides access to course registration, the *Learning Exchange* where online academic activities take place, your academic record, general regulations and your email account. To access the MyOC Student Portal, log in using your Student ID number and the default password – that is, your date of birth in the MonthDDYYformat. You must change your password after logging in for the first time. Please check the calendar and announcements regularly. **You have a responsibility to keep yourself informed about your academic programme and other campus issues.**

Your Open Campus Email Address

As a registered student, you are provided with an official Open Campus email account, which is accessed from the MyOC Student Portal. Your Open Campus email address will be used for official correspondence. Please use your Open Campus email address to correspond with Open Campus staff and Administration.

Your username is in the format firstname.lastname@my.open.uwi.edu **Please check your Open Campus email regularly for messages and updates.**

Student Identification Number

On acceptance, students are allocated a UWI student ID number unless a UWI ID number was previously assigned. If you have a previously assigned number from The UWI, this number **MUST** be used.

Your student ID number is to be used on:

- All written (and email) correspondence with the Open Campus
- All submitted coursework assignments
- Examination scripts

Please use your OC email address to correspond with staff and Administration, and remember to include your student ID# and a contact number in all correspondence.

Student Identification Card

As a registered student, you are required to have a valid UWI Student identification card. In the interest of security, you must carry your Student ID card on University premises and display it to any member of staff or Security Personnel on request.

You must also present your ID card in order to access services provided by the Open Campus and to write examinations.

If you are a new student, you must complete and submit the Identification Card Form to your Site for processing by the Registry. ID cards will be sent directly to the Site for distribution.

Lost ID cards are to be reported promptly to your Site. For the cost of issuing a replacement card, see Financial Information on the Open Campus website at www.open.uwi.edu.

Registration Information

- You must register for courses on a semester basis. Failure to do so may result in you being deemed to have voluntarily withdrawn from the University.
- **You are deemed to have registered for a course when your financial obligations to the University have been fulfilled.**
- Registration for a course constitutes registration for the examinations in that course.
- You are required to register by the end of the first week of each semester or summer session of the programme.
- Changes to registration are usually permitted up to the end of the third week of Semesters I & 2 as well as the summer session without charge.
- If you fail to complete your registration at this time you are liable for a late registration fee as specified in the Schedule of Fees found in the Financial Information page of the Open Campus website at www.open.uwi.edu

If you are registered in a regional programme, you are required to register online at the MyOC Student Portal accessible at <http://myopen.uwi.edu>

- Go to student Self Service
- Click on the '**Student Registration**' link
- Click the '**Register for Classes**' link and select the term
- Search for course (s) by either 'subject' and/or 'course number'
- Register by clicking the '**add**' button beside the course description. You may drop previously selected courses by clicking the '**drop**' button beside the course description.
- After selecting all your courses for the semester, click submit.

If you are registered in a local programme, you will be provided with registration instructions by your Site.

It is your responsibility to ensure that you are registered and that the registration information is correct.

Payment Methods

Regional Degree, Diploma and Certificate Programmes

For most students across the region, tuition and fee payments are made at First Caribbean International Bank (FCIB). If you do not have a First Caribbean International Bank in your area, please contact your Site. **If you reside in Anguilla, Montserrat or Jamaica you must contact your Site for payment instructions.**

- Complete the appropriate bank voucher, available from your Site.
- Take the voucher, together with the fee assessment invoice, to the nearest branch of FCIB or the designated bank to make your payment.
- Submit a copy of the payment receipt to your Site and **retain a copy of all payment receipts for your own records.** Please note that refunds will not be considered without presentation of a receipt.

Please go to the Financial Information page on the Open Campus website at www.open.uwi.edu for additional information on tuition and fees.

Status Letters

A Status Letter is **not** the same as a Completion Letter or Statement of Account (such requests should be addressed to the Examinations section of the Registry or applicable host Site, respectively).

A Status Letter provides information about your enrolment status and will include information such as name of programme, enrolment date, courses completed, number of courses remaining, etc. A Status Letter may be used for the purposes of applying for a loan, a visa or to provide enrolment information to an employer.

To apply for a Status Letter, you will need to:

- Collect an Open Campus payment voucher and make payment of US\$5 (or local equivalent) using your local payment system (payments in Jamaica to be made at any NCB branch) ensuring that the words "STATUS LETTER" and the payment date are clearly written on the proof of payment receipt
- Click on the link at the bottom of this page to apply for the Status Letter
- Complete all fields of the form, quote your receipt/voucher/proof of payment number and click the submit button at the end of the form
- Scan and email your proof of payment receipt to status.letters@open.uwi.edu
- Allow processing time of up to five (5) days
- When collecting the letter from your host Site, please ensure that you take in your proof of payment receipt

Please click the following link to apply for your Status Letter:

<https://docs.google.com/spreadsheets/viewform?formkey=dHNwZnBIT0lIUdFiYkZvNGtQcW9CdHc6MQ>

Leave of Absence

A leave of absence (LOA) may be granted if you are a **registered** student of the University. If, for good reasons, you wish to take a leave of absence from studies, you must have spent **at least one year** at the University before being eligible for a LOA, except in extenuating circumstances.

To apply for a LOA, you must complete and submit an online form. The following steps must be taken:

- Log in to your student portal via MyOC
- Click on Student Resources
- Go to Forms and Booklets
- Scroll down to Student Support

Applications for leave of absence must be submitted **by the end of the third week of the relevant semester or the second week of the summer session**. Leave of absence will generally be granted for one semester or for an academic year.

Leave of absence will not be granted for more than two consecutive academic years.

The requests for leave of absence are taken to the Academic Board Sub-Committee on Student Matters for consideration and recommendations must be approved by the Open Campus Academic Board.

You should always retain and file a copy of all payment receipts.

Withdrawal

Voluntary Withdrawal

1. If you find it necessary to withdraw from The UWI, you must apply in writing to the Academic Board, through the Registry. This is to be submitted to the Site Head or Site Coordinator for forwarding to the Assistant Registrar's (Recruitment, Admissions and Registration) office. The application should reach the Registry no later than **January 31** of the current academic year of registration.
2. You cannot withdraw from The UWI by way of discussion with an Open Campus staff member, or with the Site Head or Site Coordinator, or by ceasing to complete assignments and/or tutorials and teleconferences. You **MUST** apply in writing.
3. If you have opted to not register for two consecutive semesters, excluding students granted a leave of absence by the institution, you are deemed to have voluntarily withdrawn from The UWI.

Required Withdrawal

1. Effective academic year 2014-2015, if your GPA for a given semester is less than 2.00 you shall be deemed as performing unsatisfactorily, and shall be placed on warning. If you are on warning and your GPA for the succeeding semester is less than 2.00, you will then be required to withdraw (RTW) from The UWI.
2. You may also be required to withdraw from your programme for failing to meet minimum credit requirements.

Re-entry to the University

Re-entry after a Leave of Absence

If you are on approved leave of absence from The UWI, you are eligible to return and re-register at the end of the leave period without re-applying for admission.

Re-entry after Voluntary or Required Withdrawal

If you had withdrawn or were required to withdraw from the University, you may apply for re-admission to the University after **at least one year has elapsed** since your withdrawal. To resume studying, you must re-apply during the normal Admissions period using the Open Campus online application.

Transferring to another Programme, Site or Campus

If you wish to transfer to another programme or Site within the Open Campus, you must complete the relevant Programme or Site Transfer online Form. by **March 31** of the academic year preceding the proposed academic year of transfer.

To apply for a Programme or Site transfer, you must complete and submit an online form. The following steps must be taken:

- Log in to your student portal via MyOC
- Click on Student Resources
- Go to Forms and Booklets

- Scroll down to Student Support

For Programme transfers, the Academic Programming and Delivery Division or the Faculty must approve such transfers. Site transfers are approved by the Registry through the Recruitment, Admissions and Registration Department.

Should you wish to transfer to another campus, you must complete the Transfer Request Form and submit same to the Registry, through your Site, by **January 31** of the academic year preceding the proposed academic year of transfer for the Faculties of Law and Medical Sciences, and by **March 31** of the academic year preceding the proposed academic year of transfer for all other Faculties. Both the Academic Programming and Delivery Division and the Recruitment, Admissions and Registration Department of the Registry must approve the transfer.

The decision to admit a student on transfer is subject to the approval of the relevant Faculty Board and Entrance Committee. Approval of transfers is not automatic.

Students wishing to transfer from other campuses into the Open Campus will need to check with their Campus of Registry (Cave Hill, Mona or St. Augustine) and follow the transfer procedures of that Campus. Please note that the deadline dates for transfers are the same for all campuses and students MUST adhere to these.

Qualifying Tests and Remedial Courses

The English Language Proficiency Test (ELPT)

All students who do not have the qualifications to allow them to register for *English for Academic Purposes* (FOUN1001) must take the English Language Proficiency Test (ELPT).

For a list of qualifications exempting students from taking the ELPT, please visit <http://www.open.uwi.edu/admissions>

What if You Fail the English Language Proficiency Test?

If you fail the ELPT, you will have to take a course called **Language Proficiency for Tertiary Level**. Self-instructional material is designed for this course and they can be bought from your Open Campus Site. Enquire at your Site for information on how to obtain this material. Once you have completed the course, you retake the ELPT. Check at your Site to find out when and how often the test is administered.

Remedial Mathematics

An approved qualification in Mathematics is a requirement for entry into certain BSc and ASc programmes. You are required to have the minimum of CXC-CSEC General Proficiency or the equivalent, or you will be required to pass a remedial Mathematics course **in the summer prior to admission** to the programme of study. Approved remedial Mathematics courses include Improving Your Math Skills (IYMS) and MATH0900 *Mathematics* (for ASc students). Please consult your nearest Site office with respect to the course on offer.

A pass in CXC-CSEC or GCE 'O' Level Mathematics is a prerequisite for ECON1003 *Mathematics for the Social Sciences*. You are required to obtain the requisite pass in one of these Mathematics courses or an approved remedial Mathematics course before you are allowed to register for ECON1003.

Credit Exemptions

All students must note that there are two separate procedures for students who need exemptions processed. **PROCEDURE 1: APPLICATIONS BASED ON APPROVED EXEMPTION LISTING PROVIDED AND PROCEDURE 2: APPLICATIONS FOR THOSE WHO NEED TO HAVE THEIR EXEMPTION REQUESTS ASSESSED TO DETERMINE IF THEY ARE ELIGIBLE FOR EXEMPTIONS.** Please note that there are no deadline dates for Procedure 1 exemption request. However, if you wish to request Procedure 2 exemptions, you must do so by the end of the third week of classes of Semesters I and II. All requests should be made to the Registry (Student Support and Services) using the relevant exemption application form available in your MyOC Student Services Portal under the Forms and Booklets Resources Section. Every semester the guidelines for the exemption requests will be emailed directly to students.

An official transcript will be required for assessment by the authorised body, unless the courses for which you are seeking exemption are from programmes/courses students have completed through The UWI. For those exemption requests that have not been assessed previously by The UWI, you will need to submit course outlines and transcripts to facilitate the analysis for equivalence. Incomplete packages will not be processed.

The granting of exemptions (and credits) for non-UWI programmes must be based on equivalency to courses in each degree option. If a course, already completed successfully, is the same as that to be pursued at a particular level, a student may receive exemption from that course. In keeping with The UWI's policy, exemptions (and credits) will only be granted for courses that have been successfully pursued within the last five (5) years. Credit exemptions do not count towards the GPA.

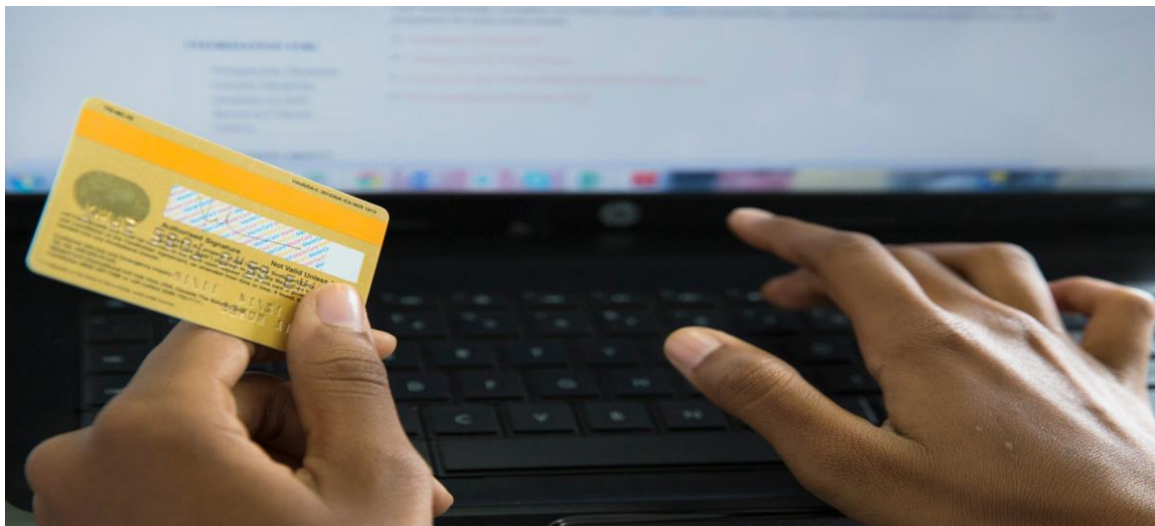
THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS

As a student of The University of the West Indies, you are a member of the university community. Your university experience should include achieving learning objectives, discovering new values and points of view on the world, and its deepening relationships.

The high energy and close proximity characteristic of student life require extra care in a wide range of areas of daily living and contact which include relationships, respect for the dignity and worth of the individual, respect for privacy and property, and personal safety.

For more information on the Code of Principles and Responsibilities for students please click on the following link: <http://www.open.uwi.edu/sites/default/files/docs/code-of-principles-responsibilities-students.pdf>

PART V: FINANCIAL INFORMATION



You are required to pay tuition fees relevant to your programme and administrative and compulsory fees in accordance with the regulations. Tuition fees are paid by semester, at the time of registration.

All course and programme fees are subject to change as mandated by The University of the West Indies.

Tuition Fees

Tuition fees cover tuition and examination costs, the costs of materials, teleconferences, web-conferencing and tutorials (as appropriate).

The tuition fees for repeating a course are the same as for a first attempt.

To view the fees for all programmes, please visit the Open Campus website at <http://www.open.uwi.edu/undergraduate/financial-information>

Administrative and Other Fees

In addition to tuition fees, there are compulsory fees, i.e. ID card and Guild fees, and local administrative fees, the details of which can be obtained from your Site.

Refund Policy for Tuition Fees

- Students are only eligible for a refund if you are in good financial standing with the University.
- Students are eligible for a refund if the scheduled programme/course is cancelled by the Open Campus.
- Students are eligible for a refund of a portion of tuition costs if they withdraw from the University or request leave of absence in writing before the end of the third week of semester classes or the second week of summer classes.
- Students may be eligible for a refund of a portion of tuition costs if they change their registration by dropping a course before the end of the third week of semester classes or the second week of summer classes.
- Tuition and fees are neither refundable nor transferable after the end of the third week of semester classes and the second week of summer classes.
- Students with special circumstances, e.g. a major medical problem or extenuating personal circumstances, who are forced to withdraw or request leave of absence after

the stipulated periods, may be considered for a pro-rated refund of tuition on the recommendation of the Site Head and the approval of Academic Board.

- Only tuition fees are refundable. Other fees are non-refundable unless stated otherwise.
- Examination fees, where payable, cannot be transferred from one examination to another and can be refunded only under exceptional circumstances by approval of the Academic Board.
- Fees are not refundable if a student is required to withdraw or is suspended for academic or disciplinary reasons.
- Fees are not refundable if operations are suspended due to an act of nature, civil disturbance or any reason beyond the control of the Open Campus.
- Refund of tuition is pro-rated as follows:

SEMESTERS I & II		SUMMER	
Before the end of week 1	100% refund	Before the end of week 1	100% refund
Before the end of week 2	75% refund	Before the end of week 2	50% refund
Before the end of week 3	50% refund		
After the end of week 3	No refund		

- Fees are refundable in the currency of original payment only.
- Students must submit a request for the refund in writing, on the appropriate form, to the Site of registration together with:
 1. a copy of the payment receipt
 2. a copy of the final fee assessment
 3. the relevant approval from the Registry, if applicable (e.g. Leave of Absence, Withdrawal)
- Incomplete forms or forms submitted without the required supporting documents will not be processed.
- Refunds will be processed by the Site of registration.
- Refunds will only be processed after the end of the registration period each semester or summer.
- Students who have withdrawn from the University or who are on leave of absence for an academic year must present their UWI Student ID card for cancelling when collecting the refund.

Fee Assessment

Following your online registration, you should print your fee assessment invoice for each semester, which details your financial obligations after registration. If you are registered in a local programme, your fee assessment can be obtained from your Site.

Payment of Fees

Students can make payments to an Open Campus designated bank or via the on-line payment system. The instructions for the latter are available after on-line registration. For those students who wish to make their payments at the bank, payments should be made at First Caribbean International Bank (FCIB) except if you reside in **Montserrat, Jamaica or Trinidad and Tobago where the local bank will vary**. All students who opt to make their payment at the bank should complete the appropriate bank voucher, available from your Site, ensuring that you include your student ID number and take the voucher together with the fee assessment invoice

to the nearest branch of FCIB, or the designated bank, to make your payment. At certain Sites, you may also make your payment at a designated cashier. Please note however that this facility is not available at all Sites and you should make an enquiry before attempting to use this method of payment.

You must submit a copy of the payment receipt/bank voucher to the Site and should retain a copy of all payment receipts for your own records.

You are deemed to have registered for a course when your financial obligations to the University have been fulfilled.

Students are deemed to have registered for a course when their financial obligations to the University have been fulfilled.

Financial Standing

“In good financial standing” means that all debts owed by you to the University are fully paid or satisfactory arrangements for your payment to the University have been made. Only those students in good financial standing will be registered for courses or programmes of the University and will be eligible for refunds, in keeping with the refund policy.

Your financial standing will also be affected in the event your sponsor fails to pay the tuition fees for the programmes/courses for which you have registered. If this occurs you will become liable for the full cost of tuition for these programmes/courses. You will be required to sign an agreement to this effect in order to complete your registration.

Please note that failure to pay fees by the specified deadlines will result in removal of registration. The following actions will be taken if you are not in good financial standing with the University:

- Placing a financial hold on your record
- Removing course registration
- Debarment from future registration in any course or programme of the University until all debts have been settled
- Withholding of examination results and results of other assessments
- Denial of academic and administrative services
- Denial of transcripts, certificates and other records of status
- Denial of access to the University’s systems and facilities

Financial Assistance

If you require assistance to finance your programme of study at the University, you are encouraged to discuss your financial situation with your Site administration, as early as possible, to identify available options.

To view information on available scholarships and bursaries, please visit the Open Campus website at <http://www.open.uwi.edu/admissions>

Student Payment Plan

Our Payment Plan Agreements provide short-term financial assistance on a case-by-case basis in specific circumstances to cover tuition fees only and are approved for one semester or summer session at a time.

Please make an appointment to speak with the Head, Site Coordinator or the Programme Officer at your local Open Campus Site. They will advise you on the steps you need to take to make a payment plan agreement with the Open Campus.

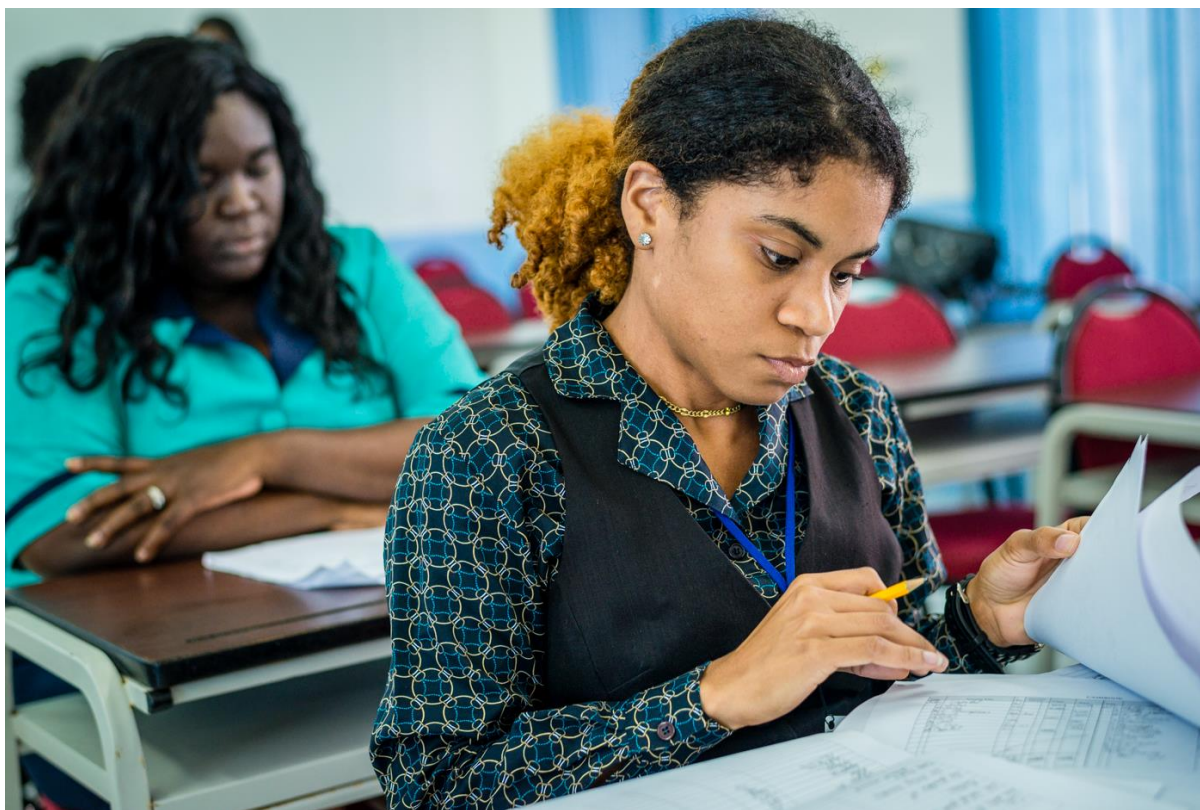
Government Assistance for Tuition Expenses (GATE)

Under the Government Assistance for Tuition Expenses (GATE) programme, students who are citizens of Trinidad & Tobago, upon application and acceptance can have between 50% to 100% of their tuition paid through this grant funding option provided they meet certain criteria via a process of means testing. There are other requirements for post-graduate students. Students should ensure that they keep up to date on the regulations which pertain this programme.

For more information on the GATE programme requirements and how to apply, visit <http://www.e-gate.gov.tt>



PART VI: EXAMINATIONS



For some courses, you may be required to do assignments, sit mid-semester examinations as well as end-of-semester examinations. Examinations are held at designated examination centres (for example, an Open Campus Site) in your country. Some courses may have an alternative to the final examination, such as a major project/action research.

Open Campus Examinations

The examinations set for Open Campus students, in most cases, are not the same as those set for students at other campuses for logistical reasons. Therefore when attending an examination, you should ensure that the examination paper is the one prescribed for **Open Campus students** – this will be clearly stated at the top of the examination paper.

All written final examinations have sessions scheduled either for the morning (9:00 a.m.), afternoon (1:00 p.m.), or evening (4:00 p.m.) and are two or three hours in duration. In some exceptional cases, examinations may be scheduled on public holidays.

Mid-semester examinations are usually held from 5:00 p.m.

Open Campus Examinations Timetable

The Examinations Timetable for Open Campus students is scheduled differently from the one for students at any of the other campuses. **Make sure that the Examinations Timetable from which you take your schedule is the Open Campus Examinations Timetable.**

Instructions to Candidates Taking a Written Examination

1. It is your responsibility to ascertain the dates and times of the examination(s) for which you are registered. **Under no circumstance should you rely on any oral communication of the Examinations Timetable. No member of staff is authorised to communicate timetable information to you.**

2. You will be informed of the dates and times of written papers by means of the Examinations Timetable published on the Official Notice Board at your Site or on the Web through the MyOC Student Portal <http://my.open.uwi.edu> at least one month in advance, or two weeks in the case of Summer or Re-sit Examinations. Any changes in dates after publication shall be brought to your attention by means of additional notices posted at each Site and on the Web. You will not be informed individually of such changes. Under no circumstances will any such changes be made later than one week prior to the commencement of the series of examinations. **You should therefore verify your examinations timetable one week before the examination period.** You should also make sure you take the date and time of your examination from a **final** timetable and **not a draft** (drafts are subject to change).
3. If you are absent from an examination **owing to a mis-reading of the timetable you shall be liable to the normal penalties for absence from an examination (i.e. you will be awarded a grade of Failed Absent/FA) and will have to await the next officially scheduled sitting to take the examination.**
4. You should be present at the examination room fifteen minutes before the advertised start time of any examination. You shall be admitted up to half-an-hour after the start of the examination. You shall not be allowed extra time if you arrive late. If you arrive more than half-an-hour late you may be admitted to the examination room; however, your written or practical work will be accepted for marking only if you can satisfy the Campus Registrar that you have valid reasons for being late.

Steps to Take Before an Examination

1. Verify that you are registered for the course(s) for the examination(s) you intend to sit. You should immediately report any discrepancies in your registration to your Site Head or Site Coordinator.
2. Make sure you have the correct time and location of your examination. In the case of students writing examinations at Cave Hill, St. Augustine or Mona campuses, please familiarize yourself with the campus and know where your examination venue is. **Do not** wait until the day of the examination to familiarize yourself with the campus.
3. Arrive at your examination location at least fifteen minutes prior to its scheduled start.

Writing Examinations at Another Site or Campus

If you are unable to write examinations at your Site, **you must formally make a request to write them at another location.** To do this you must write to the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus, **through** your Site Head or Site Coordinator. This should be done **at least four (4) weeks** prior to the date of the particular examination. You will be required to pay a fee of US\$30 or the equivalent in your local currency for this service.

Absence from Examinations

When you register at the beginning of the Semester for any course, you are at the same time registering to be examined for that course. If you register for a course and do not take the examination you will be recorded as **Fail Absent (FA)** and the usual penalties of a failure will apply.

Please note that the **Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates** state:

Any student who, having registered for a course, fails to take the examination, shall be deemed to have failed the examination unless the relevant Academic Board decides otherwise on the recommendation of the relevant Faculty Board.

Absence from Examinations as a Result of Illness

You **must** request permission for absence from an examination because of illness; however, you must support your request with a **medical report** submitted through your Site Head or Site Coordinator to the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus **within seven (7) days from the date of the examination** in which your performance is affected. The medical report **should give brief details of the nature of the illness without breaching medical ethics. Consideration for absence cannot be given if the medical certificate submitted does not state the nature of your illness.**

The **Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates** state *inter alia* that:

- (a) Where the performance of a candidate in any part of any examination is likely to have been affected by factors of which the Examiners have no knowledge, or where the candidate is absent from the examination due to such factors, the candidate may report the circumstances in writing to the Campus Registrar. If the candidate decides to report such circumstances, he/she **must do so within seven days of that part of the examination, which may have been affected;***
- (b) Where the factors referred to in (a) relate to illness the Report to the Campus Registrar must be accompanied by a medical report signed by a Campus Medical Officer, as proof of illness; or, in the case of the Open Campus, by any other medical practitioner approved for that purpose by the Campus Registrar.*
- (c) The medical report **shall be submitted within seven days from the date of that part of the assessment in which the performance of the candidate is affected.** A report received after this period will be considered only in exceptional circumstances;*
- (d) Where a student is unable to submit a medical report in person, the Campus Medical Officer or a medical practitioner as the case may be, may do so on the student's behalf within the prescribed time;*
- (e) The Campus Registrar shall pass on the information on illness or other factors as communicated in (a) - (d) above, to the Chair of the Board of Examiners to assist the Board in the performance of its duties in finalising the student's examination record by awarding an appropriate final mark, or an appropriate designation in accordance with the Grade Point Average Regulations; and*
- (f) The Board of Examiners shall not take cognizance of illness or other circumstances presented as affecting a student's performance at an examination which have not been referred to them by the Campus Registrar.*

Notification of Examination Results

Students are notified of examination results through the MyOC Student Portal at <http://my.open.uwi.edu>

Dissatisfaction with Final Examination Results

The below extract from the Assessment Regulations 2017-2018 governing the **review of examination results – re-markings and consultations** explains:

142. A student who is dissatisfied with the results of his/her examination may apply for a review of his/her results in writing to the Campus Registrar. Such an application must be to the Campus Registrar on the prescribed form within two weeks of publication of results, and in the case of the Supplemental, Summer Session or re-sit examinations within five days of the publication of results. The options available in requesting a review are as follows:
- (a) **Only students who have failed** an examination may apply for a Consultation with the Examiner of his/her script or
 - (b) Any student may apply for a re-mark of his/her examination. **A non-refundable administrative fee of BDS\$130.00 or its equivalent is payable to the Bursary for the re-mark to be processed.**
143. (a) During the consultation the Examiner may disclose the marks/grades;
- (b) The process of consultation should include failed answers in multiple-choice examinations; and
 - (c) The mark received during the examination shall not be altered as a result of a consultation except where an administrative or computational error has been identified.
144. A student, who has had a consultation, may request to have his/ her script re-marked by an Independent Examiner **within two days of the concluded consultation**. The nonrefundable administrative fee of BDS\$130.00 or its equivalent is payable to the Bursary for the re-mark to be processed.

In the case of the re-marking of a script under Regulation 142(b) **the mark of the Independent Examiner(s) shall be regarded as the final mark** (whether the mark is higher or lower).

Review of Mid-Semester Examinations and Coursework Results

The *Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates* state that:

*Re-marking shall apply to coursework where **a single component counts for 40% or more**. That component may be re-marked as provided in Regulation 142(b).*

How to Apply for a Re-mark or Consultation of Your Examination Script

To apply for a re-mark or a consultation of your examination script, you must complete the specified online application form. The form can be found on the MyOC Student Portal Dashboard under **Student Services, Forms and Booklets**. The form is opened to receive applications from the deadline for the release of results for the particular semester.

Examinations Only

You may seek permission from the Director of Academic Programming and Delivery (through the Senior Assistant Registrar, Assessment, Awards and Records) to register to write "Examinations ONLY" in course(s) without attending classes, in the following circumstances:-

1. You have failed one or two of the final courses needed to complete the degree/certificate/diploma requirements and obtained a mark between 45-49%.
2. You have obtained a medical excuse, certified by the UWI Medical Officer, for not having attempted an examination and have passed the coursework component.
3. In exceptional circumstances, the Director of Academic Programming and Delivery may grant a deferral for cases such as special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

NOTE: In the case of 1. above, Examinations Only is marked out of 100%. i.e. No coursework is considered, rather the grade is simply based on the re-take of the final examination.

If permission is granted, you will be advised in writing and will need to pay the requisite fee.

Request to Carry Forward Coursework Marks (applicable to undergraduate students only)

For some courses in which you were unsuccessful overall or absent from the final examination, you are allowed to carry forward the coursework mark to your next sitting of the course. However, the following criteria must be met:

1. The assessment for the course must not have changed.
2. The value of the coursework must not have changed.
3. You must have a passing grade for the coursework.
4. You have never brought forward the coursework mark before.
5. The request must be approved by Academic Board.
6. The request must be made by the end of the second week of the semester.

To apply to carry forward your coursework mark, you must complete the online application form on the MyOC Student Portal dashboard under **Student Services, Forms and Booklets**. Note, late applications will not be considered. **Academic Board reserves the right to decline any requests. Coursework marks are valid for two (2) academic years only.**

Withholding of Results

You should note that even if permission is granted to sit an examination, when fees are outstanding, results will be suppressed until the outstanding balance is cleared. Certificates and transcripts shall also be withheld under the same circumstances.

How to Request a Transcript

Official transcripts are prepared at your request by the Assessment, Awards and Records Section. The official transcript reflects all the academic work you have completed. You should complete the appropriate Transcript Request Form, available online through the MyOC Student Portal under **Student Services, Forms and Booklets**. The payment for the transcript(s) should then be made through your Site. The form, along with proof of payment, should be emailed to transcripts@open.uwi.edu.

Assessment Regulations

In addition to these general assessment guidelines and extracts from the regulations, students should familiarise themselves with the *Student Copy of The UWI Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates* found on the Student Portal under **Student Services, Forms and Booklets**.



The University of the West Indies (UWI) Grading Policy for Undergraduate Students Effective Academic Year 2014-2015

In an effort to align the standards of The University of the West Indies more closely with international norms that reflect best practice, a new Grading Policy (2014/2015 Grading Policy) was introduced from the beginning of the new academic year, 2014/2015. The new Grading Regulations took effect on 1st August, 2014 and are only applicable to undergraduate students enrolled in programmes governed by GPA Regulations. The new Grading Policy will therefore be in effect for all future coursework assessment and examinations.

The 2014/2015 Grading Policy implements changes in the grade bands, percentage marks, and quality points (points used in calculating Grade Point Average) associated with each letter grade. The table below outlines the differences between the 2014/2015 Grading Policy and the previous grading policy.

Grade Point Average System and Marking Scheme

1. The class of degree to be awarded shall be determined on the basis of the “Degree” Grade Point Average (GPA) as set out in the Assessment Regulations. For most programmes the Degree GPA is based on performance in Level II and III courses.
2. In determining the Degree GPA, the weights to be used for each Level I, II and III courses shall be as prescribed in *The UWI Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates*.
3. Level II and III courses shall have equal weight in the determination of the Degree GPA.
4. Core courses satisfying the requirements of specialization, majors and minors must be taken into account in determining the class of degree.
5. A course designated **at registration** as not for credit (NFC) shall **not** count in the determination of the Degree GPA.
6. The class of degree shall be determined as indicated in the table (Class of Degree Bands):

Grading Policy Effective 2014/2015

Grading Policy from 2014/2015			Previous Grading Policy		
Grade	Quality Points	Mark %	Grade	Quality Points	Mark %
A+	4.3	90-100	A+	4.3	86-100
A	4.0	80-89	A	4.0	70-85
A-	3.7	75-79	A-	3.7	67-69
B+	3.3	70-74	B+	3.3	63-66
B	3.0	65-69	B	3.0	60-62
B-	2.7	60-64	B-	2.7	57-59
C+	2.3	55-59	C+	2.3	53-56
C	2.0	50-54	C	2.0	50-52
F1	1.7	45-49	C-	1.7	47-49
F2	1.3	40-44	D+	1.3	43-46
F3	0.0	0-39	D	1.0	40-42
FE/FC/FT	1.7	≥50	F	0.0	0-39
FE1/FC1/FT1	1.7	45-49			
FE2/FC2/FT2	1.3	40-44			
FE3/FC3/FT3	0	0-39			

Note: FE, FC, FT, F1, F2, and F3 are failing grades.

Class of Degree Bands Effective 2014-2015

Class of Degree Band	GPA Range
First Class	3.60 – 4.30
Upper Second	3.00 – 3.59
Lower Second	2.50 – 2.99
Pass	2.00 – 2.49

You should familiarise yourself with the 2014-2015 Grade Policy which can be found at <http://www.uwi.edu/gradingpolicy/> There is also a link to the policy on the My OC Student Portal.

Revised Grade Points to the Failing Grade Bands in The Undergraduate Grading Policy Effective Academic Year 2016-2017

Effective 2016-2017 the University has made the following adjustment to the points associated with failing grades, **all other grades remain as in the 2014-2015 grading policy listed above.**

Revised Grading Policy for Failing Grades effective 2016-2017			Grading Policy for Failing Grades from 2014-2015 to 2015-2016		
Grade	Quality Points	Mark %	Grade	Quality Points	Mark %
F1	1.7	40-49	F1	1.7	45-49
F2	1.3	30-39	F2	1.3	40-44
F3	0.0	0-29	F3	0.0	0-39
FE/FC/FT	1.7	≥50	FE/FC/FT	1.7	≥50
FE1/FC1/FT1	1.7	40-49	FE1/FC1/FT1	1.7	45-49
FE2/FC2/FT2	1.3	30-39	FE2/FC2/FC2	1.3	40-44
FE3/FC3/FT3	0.0	0-29	FE3/FC3/FC3	0.0	0-39

Note: FE, FC, FT, F1, F2, and F3 are failing grades.

N.B. This change in grade points for failing grades has no effect on the Class of Degree Bands. They remain as follows effective 2014-2015:

Class of Degree Bands Effective 2014-2015

Class of Degree Band	GPA Range
First Class	3.60 – 4.30
Upper Second	3.00 – 3.59
Lower Second	2.50 – 2.99
Pass	2.00 – 2.49

Marking Scheme for Graduate Diplomas and Degrees

The marking scheme for graduate degrees and diplomas is different from the marking scheme/grading policy for undergraduate students; and is as follows:

Graduate Grading Scheme

Grade	Mark/Percentage	Comments
A	70-100%	
B+	60-69%	
B	50-59%	

FC	≥50	Failed Coursework or a Coursework Component
FE	≥50	Failed Examination Component
F	0-49%	Failed

Graduate Programmes are governed by the Board for Graduate Studies and Research and there are separate Regulations for Graduate Diplomas and Degrees (2014). These Regulations can be found on **The UWI Graduate Studies and Research Information Portal** <http://www.uwi.edu/grip> You should familiarise yourself with the ***Regulations for Graduate Diplomas and Degrees*** found on the Open Campus or Graduate Studies websites.

Note Graduate Programmes are not subject to the GPA regulations, as these programmes do not have GPAs.

PART VII: ACADEMIC SUPPORT SERVICES FOR ONLINE STUDENTS



Academic Support Services

The Open Campus has implemented academic support systems to ensure that you enjoy a meaningful online learning experience, and that all your concerns are heard and addressed. Some of the support services provided are:

UWI Open Campus Orientation - For Undergraduate Students

How you begin your academic career with us is important, so we encourage you to attend Orientation, both in person at our physical sites across the region and by engaging in the online space. Attending and participating in our Orientation activities, is the best way to acclimate to university life at The UWI Open Campus.

The sessions will help you to become familiar with the Campus, learn what your student life will be like, and how to register for your first semester of online courses. In addition, you will receive academic advisement, and meet the persons who will be helpful to you during your time with us.

There are four (4) phases to the online orientation exercise in which undergraduate students are encouraged to participate, in order to prepare for studying online.

Online Orientation for New Students:

- All new students in our online undergraduate programmes are required to participate in an Online Orientation. This may be done from the comfort of your home or you may use the computer facilities at your local UWI Open Campus Site or learning centres to gain access to the online sessions offered by the Programme Delivery Department (PDD).
- To attend the Online Orientation you must have a computer and Internet access

- New students should log on to the **online** orientation site, and listen to the videos, as well as read the Programme Advising documents for their programme **prior to registration** - <http://www.open.uwi.edu/undergraduate/programme-advising>

Please visit our website at least two (2) days prior to the date for your Online Orientation synchronous (live) session to download the software to your computer. If you experience difficulty downloading the software, you are encouraged to request assistance from your localSite.

Our orientation activities were developed for students to become more familiar with our online learning environment. Such activities teach students how to edit their profile pictures, how to add a discussion topic, how to reference sources accurately and how to upload an assignment. The orientation sessions last for approximately six (6) weeks and are comprised of the following four (4) phases:

Phase 1 (Two weeks)

During Phase 1, students are engaged in the Introduction to the Learning Exchange (LE); that is, the Open Campus' online classroom. The aim of this phase is to assist students to develop the relevant navigational skills to work effectively in the online environment. During this phase, you will be able to view instructional training videos on how to utilise the various features/components of the LE. Students are encouraged to listen to the videos and practice the activities that follow.

Phase 2 (approximately five days)

The focus of Phase 2 of the orientation session is to provide you with academic programme advising. Students will be made aware of their programme structure through meetings with their Programme Managers and other staff members. Through these meetings, our staff try to ensure that students are prepared for the upcoming Registration period.

Phase 3 (Two weeks)

All students are encouraged to enroll in the Programme Delivery Department's Orientation Course (PDDO) found on the LE. In this phase, students will be prepared for their academic journey in the Learning Exchange. Students will be given the opportunity to demonstrate what was learnt during Phase 1 in the "Introduction to the Learning Exchange" course. Students will be given activities that simulate how activities are conducted in an actual course. These activities include updating of profiles, participating in quizzes, uploading assignments, engaging in discussions with peers, reviewing how to use citations (referencing) in accordance with the referencing style for specific programmes, accessing emails, becoming familiar with the plagiarism policy and many other important activities.

Phase 4 (approximately 5 days)

Phase 4 will commence at the start of the semester. During this period, students will interact with their Course Coordinators/Course Instructors and E-Tutors in their registered course space(s). The aim of this phase is to give our new students an overview of what is expected of them in their courses.

For more information please visit <http://www.open.uwi.edu/orientation>

Orientation Space: For Graduate Students

Please note: Only Open Campus Graduate Students are required to register for the mandatory course *OOL6001: Graduate Introduction to Online Learning*, as a part of their induction to their postgraduate programme. This is a three-week course with compulsory activities designed to prepare prospective graduate students to function effectively and efficiently in a fully online programme. Activities are given to students not only to show that they can function in the online environment technically but also academically as well. Students are expected to perform functions relating to online participation. You interact with other learners, produce academic writing and understand how to source, evaluate and use information to meet the requirement of a given task. Additional information on this course can be found in the acceptance package.

Pre-Course Programme Advising

Useful links are shown below. In addition, please visit our website, review your Programme Advising document and/or speak with your Programme Manager if you have any queries or require additional information:

- <http://www.open.uwi.edu/admissions>
- <http://www.open.uwi.edu/pla/home>

You may contact your Programme Manager (PM) for general assistance in determining which programme is suited to your learning needs. The PM can also advise you on the programme's entry requirements as stated in the relevant programme pages on the UWIOC website. You may also remain in the comfort of your home and receive programme advising by using the online services provided by the Programme Delivery Department (PDD), Academic Programming and Delivery (APAD) Division. To do so, use the following options:

→ View the Programme Advising link for your online programme on the Open Campus website at: <http://www.open.uwi.edu/> and locate your category of programme – i.e. Undergraduate, Graduate or CPE at: <http://www.open.uwi.edu/undergraduate/home> or <http://www.open.uwi.edu/pre-university-professional/home>

→ Email Academic Support and correspond with a Course Delivery Assistant (CDA) at: academicsupport@open.uwi.edu or speak to us on Skype: Username - `uwioac_academic_support` ~ Monday to Friday at 9:00 - 11:00 a.m. JA time/10 - 12:00 p.m. EC time

Online Programmes and Courses - APAD Staff Support

If you are admitted or registered in an online programme or course you should engage with the Academic Programming and Delivery (APAD) Division. The following APAD staff members are available to help you in your academic studies online:

Online Course Delivery

For courses delivered online, you have support on academic matters from the Programme Delivery Department (PDD) in APAD through the following roles:

- a) The Programme Manager

The Programme Manager provides academic guidance and support for the delivery of courses and programmes. The Programme Manager ensures that all courses and programmes are delivered in accordance with the University's regulations.

The Programme Manager (PM) gives general and programme advice, and serves as liaison between the university administrators and students. The PM also monitors the performance of Course Coordinators and Tutors and participates in orientation activities for students. Contact information for Programme Managers can be found on the programme information pages and Programme Advising pages of the Website (See Appendix C)

b) Course Delivery Assistant - Online Academic Support

In an effort to better support your studies, the Open Campus has created an Academic Support Team. The aim of this team is to act as a sounding board for all issues impacting your ability to learn in our online learning environment. The CDA team members will complement your Course Coordinator and eTutors, who should continue to be your first line of support for academic studies.

c) Learning Support Specialist (LSS) – Online support with technology

To support your technology in the online course a LSS is assigned to each course. The LSS works as a team with your PM, CDA, and Facilitators (CC/CI and eTutors) to provide an learning experience.

Teaching-Learning in the Learning Exchange (LE) - Online Course Delivery

Course Coordinator/Course Instructor

The Course Coordinator is the online instructor responsible for the course. With online course delivery, you will interact with both the Course Coordinator and the eTutor, but will work more closely with the eTutor in small groups (10-34). The Course Coordinator, who is the lead course facilitator, can be contacted online in the LE to discuss any course-related issues. He/She will also provide contact information, whether by email or Skype in the 'Course Guide for Students' found in the LE. This arrangement is similar to face-to face delivery, where you generally interact with the instructor and it is possible to ask questions before, during, or after classes or to set up meetings outside of class time. When there is a small number of students, and only one facilitator is required, the person who leads the course is called a Course Instructor (CI).

Course Tutor

The eTutors assist you in improving your knowledge of the specific subject area. They also promote independent learning and clarify and elaborate on challenging concepts; and in this way, help you to master them. Interaction with tutors online is essential as this will afford you the opportunity to clarify understanding of the subject, ask questions, share concerns, and participate actively in small group discussions. eTutors will discuss assignments, mark them, provide feedback, and assist in preparation for mid and end-of-semester examinations. In online courses, attendance and grades are recorded online.

Course Issues

Your first point of contact in your online course is your eTutor. However, if you are having problems with an ineffective or non-responsive eTutor then you should contact your Course Coordinator. His or her contact information is available on the front page of each course and in the Course Guide. Note also, that all staff may be contacted using firstname.lastname@open.uwi.edu

How to Contact Your Course Coordinator/Course Instructor

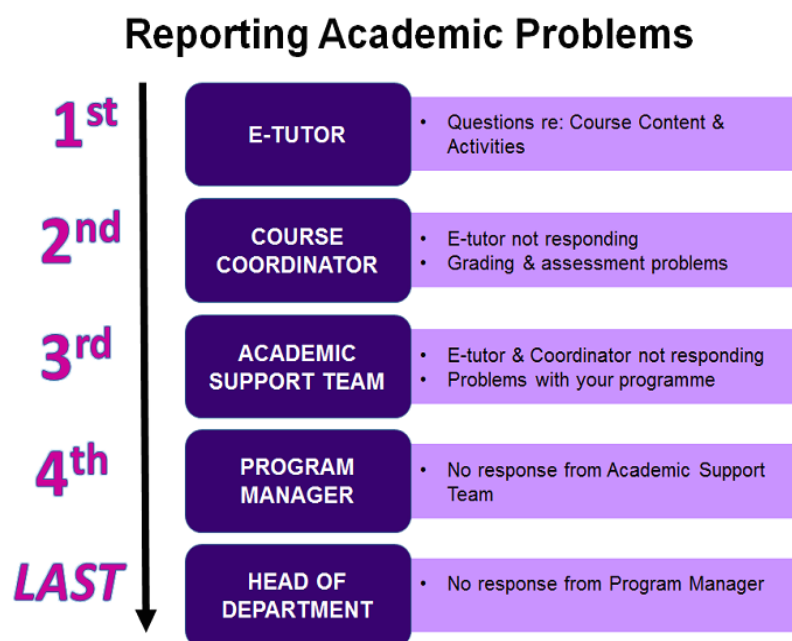
1. You may contact your Course Coordinator/Instructor by posting messages in the forums via the Learning Exchange. It is important to use this forum as it also allows the CDA and PDD to evaluate the quality of service you are receiving in each course group.

2. You may also e-mail your Course Coordinator/Instructor using the contact information provided on the main course page (not his/her private email). A messaging system that allows you to communicate with your Course Coordinator is also available via the Learning Exchange (LE).

Reporting a Problem

If the Course Coordinator fails to solve the problem or does not respond to your request for help within twenty-four (24) hours, you should request the assistance of the CDA by way of the PDD's Academic Support email. The team of CDAs will investigate the issue. You should write directly to Academic Support at academicsupport@open.uwi.edu

The reference chart below outlines the correct protocol for reporting academic issues that are encountered in the Learning Exchange.



A reporting option is available on the main course page.

- Please click the “Academic Support” tab at the bottom of your course page in the Learning Exchange to send an email to Academic Support for assistance. Clearly state the course name and code, the specific problem you wish to report, and the names of your Course Coordinator and eTutor, so you may receive prompt assistance. The Academic Support Team will investigate your case and provide you with a status report within twenty four 24 hours of receiving your message.

- If you are outside the course space, you may send an email to the members of the Academic Support Team at academicsupport@open.uwi.edu

- Speak with a Course Delivery Assistant during the weekdays Monday-Friday, on Skype (username: uwioc_academic_support) during the hours of 10:00 a.m. – 12:00 Noon EC Time/ 9:00 -11:00 a.m. Jamaica Time.

Please ensure that you send emails using your Open Campus email address and include information such as your name, student ID number, course name and course code in your correspondence. Please also ensure that a copy of all correspondence on online course matters is sent to your Programme Manager. Email addresses of all Programme Managers are listed in Appendix C.

How to Contact Your Head of Department - Online Programmes

The Head of the Programme Delivery Department, Dr. Yasmeen Yusuf-Khalil, may be contacted at: yasmeen.yusuf-khalil@open.uwi.edu

CAS - Connecting As Students

As a registered student you have the opportunity to engage as students across programmes:

Connecting As Students (CAS) is The UWI Open Campus community space for all registered undergraduate and postgraduate online students. The aim of this space is to bridge the digital divide by giving students the opportunity to interact and share ideas with each other by: using this space to seek information from peers; posting questions and receiving feedback; and general student-to-student engagement. This space was designed to allow all categories of students to assist, guide and communicate with each other. Registered students, on gaining access to their courses, may access this CAS space by clicking the link found in their courses on the Learning Exchange.



Libraries and Information Services

The Open Campus Libraries and Information Services (OCLIS) provides a distributed service to the Open Campus and UWI community. In addition to a significant and growing online collection, the OCLIS also holds print copies of books and journals at various Country Sites. Most of the libraries at the Sites function as reference libraries with limited circulation under the supervision of a Library Assistant. Other Open Campus libraries offer an expanded range of services including full circulation services and research support.

Information Resources

Access to OCLIS information resources is via *UWIlinc* (The University of the West Indies (UWI) Libraries Information Connexion). The *UWIlinc* portal allows users to search and access available resources from the catalogues of the four UWI Campuses, UWI databases and repositories, subscribed e-resources (e-books, e-journals and databases), and selected free e-resources.

UWIlinc may be accessed via the OCLIS website at <http://www.open.uwi.edu/library/oclis-information-resources> or through the Learning Exchange. Users will be prompted to sign in with their myOC credentials to gain access to the full text of e-resources.

Ask A Librarian

The OCLIS Ask A Librarian service is a virtual reference service that allows students to email or chat online with OCLIS staff. The Ask A Librarian service offers assistance with the use of library resources and with research assistance. The service is also available for general Library queries and comments. To use chat users must sign in with their myOC credentials. Alternatively, users may send a question or comment via email. No sign in is required to send email. For additional information on the Ask A Librarian service, please visit <http://www.open.uwi.edu/library/oclis-ask-librarian>

Liaison Services

OCLIS Academic Liaison Librarians support the research and information needs of the Open Campus community and assist students in becoming proficient users and evaluators of information. Liaison Services provide guidance in accessing library resources; information literacy and reference citations; research techniques and the ethical use of information.

For more information on these and other OCLIS services please visit us online at <http://www.open.uwi.edu/library/uwi-open-campus-library>

Open Campus Support Staff

Registry Services

- ***Office of the Campus Registrar***

The Campus Registrar manages the functions of the Registry and can be contacted at registrar@open.uwi.edu

- ***Recruitment, Admissions and Registration***

The Recruitment, Admissions and Registration Department has responsibility for all matters relating to the processing of applications, student transfers and ID cards and the coordination of student registration. If you need assistance with course registration or need to request a leave of absence, please contact the Office of the Assistant Registrar at the following e-mail address: admissions@open.uwi.edu.

- ***Student Support and Services***

The Student Support and Services Department coordinates the delivery of student support services available across the Open Campus regional Sites and is responsible for monitoring and advising on academic progress and student representation. If you have queries on credit exemptions or need advice on your academic progress, or on matters which are having an impact on your studies, please contact the Office of the Assistant Registrar at the following e-mail address: student.services@open.uwi.edu.

- ***Assessment, Awards and Records***

The Assessment, Awards and Records Department has responsibility for the conduct of examinations, the issuing of results relating to your coursework and final examinations, the maintenance of your academic record and the provision of transcripts. If you encounter any problems related to notification of your final marks in a course you have completed or discrepancies in your student copy of the academic transcript, please contact the Office of the Senior Assistant Registrar at the following e-mail address: exams@open.uwi.edu.

Helpdesk Services

Assistance with online technical matters is available via the Helpdesk at: helpdesk@open.uwi.edu. The team provides assistance Monday – Friday, 8:30am to 4:30pm Eastern Caribbean (EC) time. (Except public holidays in Trinidad and Tobago).

Problems, such as the inability to log-in to the course page, inability to recall passwords, inability to access graded activities in the Learning Exchange or any other technical matter should be reported to: helpdesk@open.uwi.edu

Site Support Services - Open Campus Country Site

Face-to-Face Course Delivery

For courses delivered in the face-to-face mode, you should contact your local tutor for academic support. If no solution is found for the problem, you should contact the Site Head, Site Coordinator or relevant Site staff for support.

Site Head or Site Coordinator

Your Site Head or Site Coordinator provides support locally on issues pertaining to Leave of Absence (LOA), finance, technical support for personal computers, Registry issues etc.

Contact information for the Heads and Site Coordinators of Open Campus Sites can be found in Appendix B.



We are **#Opentothefuture**

Appendix A

Open Campus Social Media Pages

Please click on the icons below to visit our Social Media pages.



Connect with us on:



UWI SOCIAL MEDIA POLICY

Be Social Media Smart when you are online. Please become familiar with The University's Social Media Policy and Guidelines - <http://www.open.uwi.edu/news/be-social-media-smart>



 **THE UNIVERSITY OF THE WEST INDIES**

Be **SMS**
Social Media Smart

- ✘ **Be Secure**
Identify yourself but do not disclose personal details that could be used for illicit purposes
- ✘ **Be Responsible**
Ensure that you post information that you are comfortable having in the public domain

Access the Social Media Policy & Guidelines:
www.open.uwi.edu/socialmedia

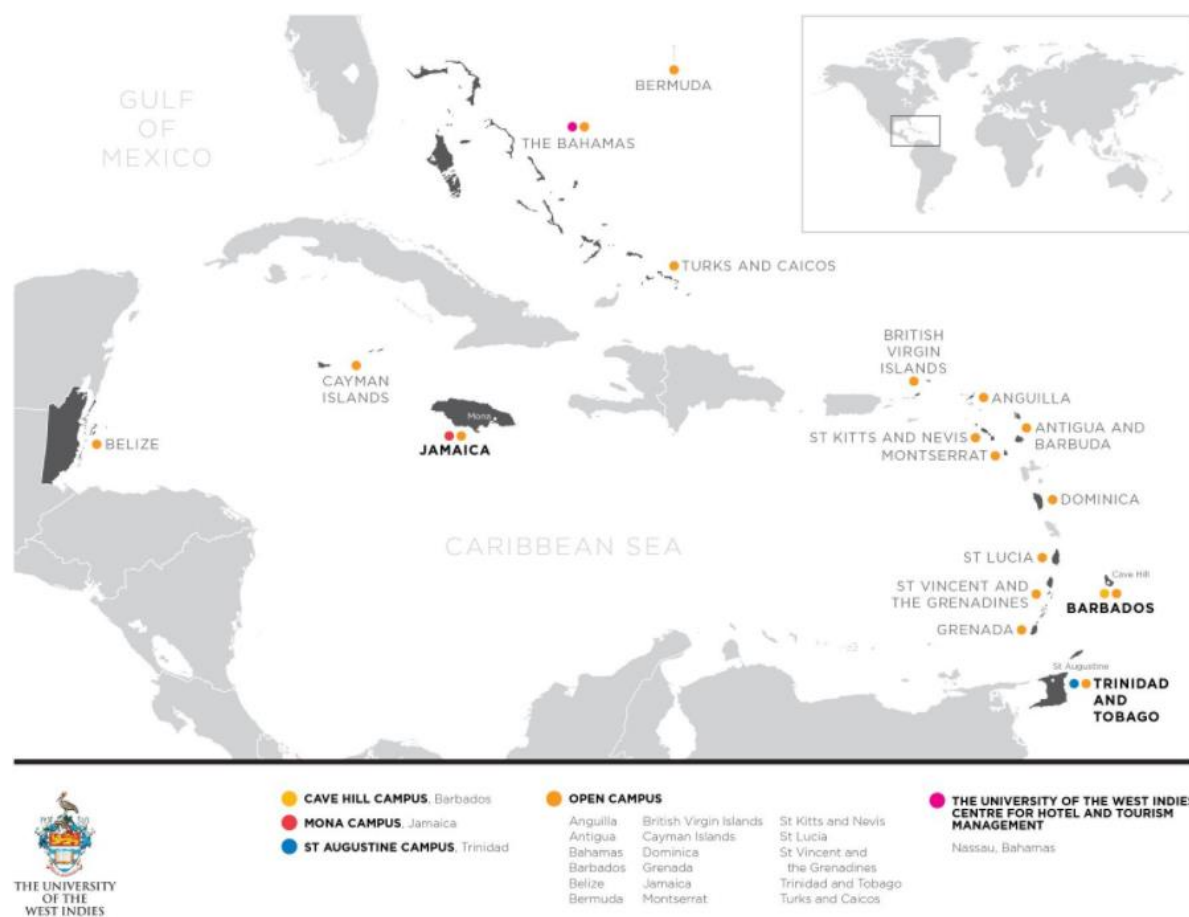


Connect with us!

Appendix B

Open Campus Country Site Contacts and Telephone Numbers

Note: Additional contact information is also available on the Open Campus website at www.open.uwi.edu/locations.



OCCS Contact Information	OCCS Contact Information
<p>Anguilla</p> <p>Dr. Phyllis Fleming-Banks Manager British Overseas Territories The University of the West Indies Open Campus, Anguilla The Valley, Anguilla Tel: (264) 497-8156 Mobile (264) 584-6561 Email: phyllis.fleming-banks@open.uwi.edu</p>	<p>Barbados: The Pine</p> <p>Mr. Ryan Byer Officer-in-Charge / Programme Officer The University of the West Indies Open Campus, The Pine Barbados East/West Boulevard The Pine, St. Michael, Barbados Tel: (246) 430-1139 Fax: (246) 427-4397 Email: ryan.byer@open.uwi.edu</p>
<p>Antigua & Barbuda</p> <p>Mr. Ian Benn Head The University of the West Indies Open Campus, Antigua & Barbuda P.O. Box 142 St. John's, Antigua Tel: (268) 462-1355 or (268) 562 3036 Fax: (268) 462-2968</p>	<p>Barbados: Open Learning Centre Cave Hill</p> <p>Mrs. Althea Collymore Site Coordinator The University of the West Indies Open Campus, Open Learning Centre The University of the West Indies P.O. Box 1341 Bridgetown BB 11000, Barbados</p>

OCCS Contact Information	OCCS Contact Information
Email: ian.benn@open.uwi.edu	Tel: (246) 417-4210 Fax: (246) 424-0722 Email: althea.collymore@open.uwi.edu
Bahamas Dr. Barbara Rodgers-Newbold Head The University of the West Indies Open Campus, The Bahamas Bahamas Tourism Training Centre P.O Box N-1184 Nassau, Bahamas Tel: (242) 323-6593/323-1175 Fax: (242) 328-0622 Email: barbara.rodgersnewbold@open.uwi.edu	Cayman Islands, Turks & Caicos Islands and Bermuda Dr. Phyllis Fleming-Banks Manager British Overseas Territories The University of the West Indies Open Campus, Anguilla The Valley, Anguilla Tel: (264) 497-8156 Mobile (264) 584-6561 Email: phyllis.fleming-banks@open.uwi.edu Open Campus Cayman Islands 168 Olympic Way, GT P.O. Box 30212 SMB Grand Cayman Tel: (345) 946-8322 Fax: (345) 949-0886
Bermuda Dr. Phyllis Fleming-Banks Manager British Overseas Territories The University of the West Indies Open Campus, Anguilla The Valley, Anguilla Tel: (264) 497-8156 Mobile (264) 584-6561 Email: phyllis.fleming-banks@open.uwi.edu	Dominica Ms. Kimone Joseph Officer-in-Charge / Marketing & Outreach Officer The University of the West Indies Open Campus Dominica P.O. Box 82 Roseau, Dominica Tel:(767)-448-3182 Fax:(767)-448-8706 Email: kimone.joseph@open.uwi.edu
Belize Mrs. Jane Bennett Head The University of the West Indies Open Campus, Belize Princess Margaret Drive P.O. Box 229 Belize City, Belize Telephone: 501-223-0484 or 501-223-5320 Fax: 501-223-2038 Email: jane.bennett@open.uwi.edu	Grenada Dr. Nicole Phillip-Dowe Head The University of the West Indies Open Campus, Grenada Marryshow House, H. A. Blaize Street, P. O. Box 439 St. George's, Grenada Tel: (473) 440-2451 Fax: (473) 440-4985 Email: nicole.phillip-dowe@open.uwi.edu
British Virgin Islands Dr. Phyllis Fleming-Banks Manager British Overseas Territories The University of the West Indies Open Campus, Anguilla The Valley, Anguilla Tel: (264) 497-8156 Mobile (264) 584-6561 Email: phyllis.fleming-banks@open.uwi.edu Local Information: Open Campus, British Virgin Islands	Jamaica Eastern Region: Camp Road, Port Antonio, Morant Bay, May Pen, Mandeville, Open Learning Centre Mona Ms. Levene Griffiths Head The University of the West Indies Open Campus, Camp Road 2A Camp Road, Kingston 4 Tel: (876) 926-8119, (876) 920-5290, (876) 926-2246-7 Fax: (876) 920-1622 Email: levene.griffiths@open.uwi.edu

OCCS Contact Information	OCCS Contact Information
<p>P.O. Box 4324 Road Town, Tortola British Virgin Islands, VG1110 Tel: <u>(284) 494-6957</u> Fax: <u>(284) 494-4263</u></p>	
<p>Jamaica Western Region: Brown's Town, Junction, St. Elizabeth, Ocho Rios, Savanna-La-Mar.</p> <p>Dr. Jerome Miller-Vaz Head</p> <p>The University of the West Indies Open Campus, Ocho Rios Stormont Road, St. Ann Tel: (876) 795-1840, (876) 795-1843 Fax: (876) 795-2916 Email: jerome.miller-vaz@open.uwi.edu.</p>	<p>Montserrat</p> <p>Ms. Gracelyn Cassell Head</p> <p>The University of the West Indies Open Campus Montserrat P.O. Box 256, Salem Tel: (664) 491-3924 Fax : (664) 491-8924 Email : gracelyn.cassell@open.uwi.edu</p>
<p>Jamaica: Montego Bay</p> <p>Dr. Vilma N. Clarke Head of Centre</p> <p>The UWI Open Campus, Montego Bay St. James, Jamaica WI Tel: <u>876-952-9345</u> <u>876-979-9542</u> <u>876-952-9345</u> Fax: <u>876-952-5704</u> Email: vilma.clarke@open.uwi.edu</p>	<p>St. Kitts and Nevis</p> <p>Mrs. Cicely Jacobs Officer-In-Charge</p> <p>The University of the West Indies Open Campus St. Kitts & Nevis P.O. Box 326 Basseterre Tel: (869) 465-2190 Fax: (869) 465-6583 Email: cicely.jacobs@open.uwi.edu</p>
<p>St. Lucia</p> <p>Dr. Veronica Simon Head</p> <p>The University of the West Indies Open Campus St. Lucia P.O. Box 306, Castries Tel: (758) 452-3866 or (758) 720-9640 Fax: (758) 452-4080 Email: st.lucia@open.uwi.edu</p>	<p>Trinidad and Tobago: Gordon Street</p> <p>Mrs. Karen Rosemin Head</p> <p>The University of the West Indies Open Campus Trinidad & Tobago Gordon Street St. Augustine Tel: (868) 645-3029 or (868) 654-3127 Fax: (868) 625-2818 Email: gordon.street@open.uwi.edu</p>

OCCS Contact Information	OCCS Contact Information
<p>St. Vincent and The Grenadines</p> <p>Mrs. Deborah Dalrymple Head The University of the West Indies Open Campus St Vincent & the Grenadines Murray's Road, Kingstown Tel: (784) 456-1183, (784) 485-6606 Fax: (784) 456-1251 Email: deborah.dalrymple@open.uwi.edu svg@open.uwi.edu</p>	

Jamaica Western Region	
<p>Jamaica Western Region: Brown's Town, Junction, St. Elizabeth, Ocho Rios. Savanna-La-Mar.</p> <p>Dr. Jerome Miller-Vaz Head</p> <p>The University of the West Indies Open Campus, Ocho Rios Stormont Road, St. Ann Tel: (876) 795-1840, (876) 795-1843 Fax: (876) 795-2916 Email: jerome.miller-vaz@open.uwi.edu.</p>	<p>Jamaica: Brown's Town</p> <p>Mrs. Cecile Johnson Site Coordinator</p> <p>The University of the West Indies Open Campus, Brown's Town Burlington Point 2 Church Street Box 101 St. Ann Tel: 876-975-2091 Fax: 876-917-9648 Email: cecile.johnson@open.uwi.edu</p>
<p>Jamaica: Junction, St. Elizabeth</p> <p>Ms. Janika Hall Administrative Assistant</p> <p>The University of the West Indies Open Campus, Junction Shop 1A Pines Plaza Junction St. Elizabeth Tel: (876) 965-8968 Email: myrtle.hall@open.uwi.edu.</p>	<p>Jamaica: Ocho Rios</p> <p>Mrs. Stacy-Renee Cooper Battick Administrative Assistant</p> <p>The University of the West Indies Open Campus, Ocho Rios Stormont Road, St. Ann Tel: (876) 795-1840, (876) 795-1843 Fax: (876) 795-2916 Email: stacy-renee.cooperbattick@open.uwi.edu.</p>
<p>Jamaica: Savanna-La-Mar</p> <p>Mrs. Sandra Evans Site Coordinator</p> <p>The UWI Open Campus, Savanna-La-Mar Suite # 11 Hendon Mall, Beckford Street Savanna-La-Mar, Westmoreland Tel: (876) 955- 2948 Fax: (876) 918-3197 Email: sandra.evans@open.uwi.edu</p>	

Jamaica Eastern Region	
<p>Jamaica Eastern Region: Camp Road, Port Antonio, Morant Bay, May Pen, Mandeville, Open Learning Centre Mona</p> <p>Ms. Levene Griffiths Head</p> <p>The University of the West Indies</p>	<p>Jamaica: Mandeville</p> <p>Mrs. Natricia Goodwin-Brown Administrative Assistant</p> <p>The UWI Open Campus - Mandeville Unit 1b, 17 Caledonia Mall Mandeville P.O.</p>

<p>Open Campus, Camp Road 2A Camp Road, Kingston 4 Tel: (876) 926-8119, (876) 920-5290, (876) 926-2246-7 Fax: (876) 920-1622 Email: levene.griffiths@open.uwi.edu</p>	<p>Manchester Jamaica W.I. Tel: 876-962-6585, 962-9242 Fax: 876-963-8573 email address: natricia.goodwin@open.uwi.edu</p>
<p>Jamaica: May Pen</p> <p>Mrs. Paulette R. Ferguson Senior Administrative Assistant The University of West Indies Open Campus May Pen 21-22 & 24-26 Omni Plaza 41 Manchester Avenue May Pen, Clarendon Jamaica W.I. Tel. (876) 902-2005 & 902-4473 Fax. (876) 902-4290 Email: paulette.ferguson@open.uwi.edu</p>	<p>Jamaica: Mandeville</p> <p>Mrs. Natricia Goodwin-Brown Administrative Assistant The UWI Open Campus - Mandeville Unit 1b, 17 Caledonia Mall Mandeville P.O. Manchester Jamaica W.I. Tel: 876-962-6585, 962-9242 Fax: 876-963-8573 email address: natricia.goodwin@open.uwi.edu</p>
<p>Jamaica: Morant Bay</p> <p>Mr. Winston Welsh Assistant Site Coordinator The UWI Open Campus, Morant Bay Paul Bogle Junior High School Morant Bay, St. Thomas Tel: (876) 703-6439 Fax: (876) 734-0531 Email: winston.welsh@open.uwi.edu</p>	<p>Jamaica: Port Antonio</p> <p>Mr. Alfred Brown Acting Site Coordinator The UWI Open Campus, Port Antonio 34 A Folly Road Port Antonio, Portland, Jamaica Tel: (876) 993-2271 or (876) 715-5059 Fax: (876) 715-1142 Email: portantonio@open.uwi.edu</p>
<p>Jamaica: Open Learning Centre Mona</p> <p>Mrs. Sheren Thorpe Site Coordinator</p> <p>The University of the West Indies, Open Campus Open Learning Centre 1 Ring Road Mona, Kingston 7, Jamaica Office Phone: (876) 977-6349; 935-8421,935-8635,935-8417; Fax (876) 977-3494 Email: sheren.thorpe@open.uwi.edu</p>	
<p>Trinidad & Tobago Sites</p>	
<p>Trinidad and Tobago: Country Manager Gordon Street Site & Administration Building</p> <p>Mrs. Karen Rosemin Country Manager Gordon Street St. Augustine Tel: (868) 645-8614 / 663-9515 / 645-3029 / 645-3127 Fax: (868) 645-8270 Email: karen.rosemin@open.uwi.edu gordon.street@open.uwi.edu</p>	<p>Trinidad and Tobago: Belmont / Port-of-Spain & Environs</p> <p>Ms. Michelle McIntosh Satellite Centre Coordinator #22 Jerningham Avenue Belmont Tel: (868) 298-9389 / 623-4669 Fax: (868) 623-4669 Email: michelle.mcintosh@open.uwi.edu pos@open.uwi.edu belmont@open.uwi.edu</p>
<p>Trinidad and Tobago: Carapichaima East</p>	<p>Trinidad and Tobago: Carapichaima West</p>

<p>Mr. Surish Jaggernauth Satellite Centre Coordinator c/o Carapichaima East Secondary School Mc Leod Trace Freeport Tel: (868) 673-6173 / 673-0975 Fax: (868) 673-0975 Email: surish.jaggernauth@open.uwi.edu carapichaima@open.uwi.edu</p>	<p>Mr. Fazal Karim Satellite Centre Coordinator c/o Carapichaima West Secondary School Mc Leod Trace Freeport Tel: (868) 298-9390 Fax: (868) 673-0975 Email: fazal.karim@open.uwi.edu carapichaima.west@open.uwi.edu</p>
<p>Trinidad and Tobago: El Dorado</p> <p>Mr. Michael Stafford Satellite Centre Coordinator c/o El Dorado East Secondary School Karamath Street El Dorado Tunapuna Tel: (868) 662-7403 / 298-9573 Email: michael.stafford@open.uwi.edu el.dorado@open.uwi.edu</p>	<p>Trinidad and Tobago: Manager, IT Academy</p> <p>Mr. Gregory M. Jennings Manager IT Academy The University of The West Indies Open Campus St Augustine Trinidad and Tobago CCMS Building Tel: 868 645 4764; 868 662 2002 Ext. 82554-6 Fax: 868 645 4764 E-Mail: gregory.jennings@open.uwi.edu url: www.open.uwi.edu</p>
<p>Trinidad and Tobago: Marabella</p> <p>Mr. Ronald Seepersad Satellite Centre Coordinator c/o Marabella North Secondary School Guaracara Tabaquite Road Marabella Tel: (868) 653-0427 Email: ronald.seepersad@open.uwi.edu marabella@open.uwi.edu</p>	<p>Trinidad and Tobago: Mayaro</p> <p>Ms. Karen Noel Site Coordinator Mayaro Resource Centre (BPTT) Beaumont Road (off Guayaguayare) Mayaro Tel: (868) 630-7593 / 630-7450 / 298-9604 Fax: (868) 630-7451 Email: karen.noel@open.uwi.edu mayaro@open.uwi.edu</p>
<p>Trinidad and Tobago: Point Fortin</p> <p>Ms. Germaine Arthur Site Coordinator 21 School Street Point Fortin Tel: (868) 298-9569 / 648-6523 Fax: (868) 648-6523 Email: germaine.arthur@open.uwi.edu pt.fortin@open.uwi.edu</p>	<p>Trinidad and Tobago: Pre-University Centre</p> <p>Mrs. Annette Griffith-Ackrill Site Coordinator St. John Road St. Augustine Tel: (868) 645-3032 / 645-0737 Fax: (868) 645-3032 Email: annette.griffith-ackrill@open.uwi.edu st.johns.road@open.uwi.edu</p>
<p>Trinidad and Tobago: Princes Town</p> <p>Mr. Ritchie Hosein Satellite Centre Coordinator c/o Princes Town West Secondary Matilda Junction Princes Town Tel: (868) 655-2319 Fax: (868) 655-4996 Email: ritchie.hosein@open.uwi.edu princess.town@open.uwi.edu</p>	<p>Trinidad and Tobago: San Fernando</p> <p>Ms. Germaine Arthur Site Coordinator 7-9 Padmore Street San Fernando Tel: (868) 653-5996 / 653-6024 / 657-0942 Fax: (868) 652-4925 Email: germaine.arthur@open.uwi.edu san.fernando@open.uwi.edu</p>
<p>Trinidad and Tobago: Sangre Grande</p> <p>Mrs. Angela Mills</p>	<p>Trinidad and Tobago: St. Augustine</p> <p>Mrs. Charon Ince-Christopher</p>

<p>Site Coordinator Corner Good Hope Street and Ojoe Road Sangre Grande Tel: (868) 668-3661 / 668-6757 / 691-2134 Fax: (868) 668-6440 Email: angela.mills@open.uwi.edu sangre.grande@open.uwi.edu</p>	<p>Site Coordinator The UWI Open Campus, Open Learning Centre Level 1, CCMS Building UWI St. Augustine Campus St. Augustine Tel: (868) 662-2002 Ext. 82558 Fax: (868) 662-9103 Email: Charon.Ince-Christopher@open.uwi.edu st.augustine@open.uwi.edu</p>
<p>Trinidad and Tobago: Tobago</p> <p>Mrs. Sherry-Ann Louis Site Coordinator Signal Hill Tobago Tel: (868) 639-2424 / 639-2679 / 660-7637 Fax: (868) 639-5423 Email: sherry-ann.louis@open.uwi.edu tobago@open.uwi.edu</p>	

The Consortium for Social Development and Research (CSDR) –

<http://www.open.uwi.edu/csdr-research>

CSDR Contact Information	CSDR Contact Information
<p>The Consortium for Social Development and Research Mr. Lincoln Williams Director The UWI Open Campus, SWTC The University of the West Indies Mona Campus, Kingston 7 Jamaica Tel: (876) 927-2478 Fax: (876) 977-0154 Email: swtc@open.uwi.edu</p>	<p>Caribbean Child Development Centre (CCDC) Mrs. Ceceile Minott Head (Ag.) The UWI Open Campus, CCDC 1 Port of Spain Way, Kingston 7 Jamaica Tel: (876) 927-1618 Fax: (876) 977-7433 Email: ccdc@open.uwi.edu</p>
<p>The Hugh Lawson Shearer Trade Union Education Institute (HLSTUEI) Mr. Donald Roberts Head The UWI Open Campus, HLSTUEI The University of the West Indies, Mona Campus, Kingston 7 Jamaica Tel: (876) 977-4290 Fax: (876) 927-1920 Email: hlstuei@open.uwi.edu</p>	<p>Social Welfare Training Centre (SWTC) Miss Cerita Buchanan Head The UWI Open Campus, SWTC The University of the West Indies Mona Campus, Kingston 7 Jamaica Tel: (876) 927-2478 Fax: (876) 977-0154 Email: swtc@open.uwi.edu</p>
<p>Women and Development Unit (WAND) Mrs. Cecelia Batson-Rollock Head The UWI Open Campus, WAND The Pine, St. Michael</p>	

Barbados Tel: (246) 443-1130 or 430-1131 Fax: (246) 426-3006 Email: wand@open.uwi.edu	
---	--

UWI Open Campus Staff Directory - <http://www.open.uwi.edu/staff/directory>

Appendix C

Open Campus Programme Managers Contacts

Programme Managers	Programmes	e-mail Contact
Undergraduate Programmes		
KathyAnn Lashley (Barbados)	Cert in Criminology	kathyann.lashley@open.uwi.edu
	Cert in Human Resource Management	
	Cert in Tourism and Hospitality Management in the Caribbean	
	Dip Business Administration (BSAD)	
	Dip in Health and Family Life Education Instruction	
	Dip Public Sector Admin. (PSAD)	
	Dip Social Services (SOSS)	
	ASc Admin Professional Office Management	
	ASc Business Management	
	ASc Paralegal Studies	
	ASc Social Work (SOWK)	
	BSc Political Science	
	B.Sc. Political Science (with Minor in Economics)	
	BSc Economics	
Dr. Lesle Ann Whiteman (Trinidad)	Cert in Early Childhood Development Family Studies	lesleann.whiteman@open.uwi.edu
	BEd Early Childhood Development and Family Studies	
	BSc Sociology	
	BSc Sociology (Human Resource Management Minor)	
	BSc. Sociology (Marketing Minor)	
Annette Arjoonsingh (Trinidad)	Mona School of Education:	annette.arjoonsingh@open.uwi.edu
	BEd Literacy Studies (Trained Teachers Model A)	
	BEd Literacy Studies (Untrained Teachers Model B)	
	BEd Secondary English (Trained Teachers Model A)	
	BEd Secondary English (Untrained Teachers Model B)	
	BEd Secondary Mathematics (Trained Teachers Model A)	
	BEd Secondary Mathematics (Untrained Teachers Model B)	
	BEd. Educational Leadership &	

	Management (Major)	
	BEd Educational Leadership & Management (Special)	
	BSc Psychology	
	BSc Psychology (Human Resource Management Minor)	
Hilary Drakes-Morris (Trinidad)	BSc Accounting (Special) (Revised 2015)	hilary.drakes-morris@open.uwi.edu
	BSc Accounting (Prior to 2015)	
	BSc Management Studies (Major & Special) (Prior to 2015)	
	BSc Management (Econ Minor)	
Keisha Campbell (Trinidad)	BSc Banking and Finance (Special)	keisha.campbell@open.uwi.edu
	BSc Banking and Finance (Compliance & Corporate Governance Minor)	
	BSc. Management Studies (General) (Revised 2015)	
	BSc Management Studies (Entrepreneurship)	
	BSc Management Studies (Human Resource Management)	
	BSc Management Studies (Marketing)	
	BSc Management Studies (Tourism and Hospitality Management)	
	BSc Management Studies (Financial Management)	
	BSc Management Studies (International Management)	
Kareen Guscott (Jamaica)	Cert Social Work	kareen.guscott@open.uwi.edu
	Dip Social Work	
	Dip in Youth Dev. Work	
	BSc Youth Dev. Work	
	BSc Social Work	
	BSc. Social Work (Youth Development Work Minor)	
	BSc. Youth Development Work (Management Studies Minor)	
Elizabeth Sinclair (Jamaica)	Prior Learning Assessment (PLA) PLPD0100 (Advanced Placement) PLPD001 (Matriculation)*	elizabeth.sinclair@open.uwi.edu Skype: elizabeth.a.sinclair
	Access Programme	
	Certificate in Climate Change	
Graduate Programmes		
Elizabeth Sinclair (Jamaica)	PGDip Mgmt and Ed Lead	elizabeth.sinclair@open.uwi.edu Skype: elizabeth.a.sinclair
	MSc Mgmt and Educational Leadership	
	MSc Management (Project Management)	

	OAS Courses	
	Cultural Courses*	
Emmogene Budhai-Alvaranga (Jamaica)	PGDip Instructional Design	Emmogene.budhai-alvaranga@open.uwi.edu
	PGDip Literacy Instruction	
	MA English Language	
	MEd Literacy Instruction	
	MSc Instructional Design and Technology	
Jason Marshall (Barbados)	PGDip Mgmt Studies	Jason.Marshall@open.uwi.edu
	MSc Mgmt Studies	
	MSc Mgmt Studies (HRM)	
	MSc Mgmt Studies (MKTG)	
	MSc Mgmt Studies (PSM)	
	Doctor of Educational Leadership Edu Higher Ed	
	Doctor of Educational Leadership Edu Systems and Schools	

* New Programmes commencing 2017/18, Semester 1 (August)



A Campus for the Times...A Campus for the Future



Over 40 locations serving 17 Caribbean countries

- Anguilla • Antigua & Barbuda • Bahamas • Barbados • Belize • Bermuda • British Virgin Islands • Cayman Islands • Dominica • Grenada • Jamaica • Montserrat • St. Kitts & Nevis • St. Lucia
- St. Vincent & the Grenadines • Trinidad & Tobago • Turks & Caicos

www.open.uwi.edu